GUIDE TO MEMBERS' SERVICES

Legislative Assembly of Saskatchewan

GUIDE TO MEMBERS' SERVICES

TABLE OF CONTENTS

INTRODUCTION 1

MLA INDEMNITY AND ALLOWANCES

Annual Indemnity/Annual Expense Allowance 2

Declaration of Attendance/Deduction for Absence 3

Allowances for Additional Duties 4

Committee Indemnity and Expenses 5

Members of the Board of Internal Economy — Per Diem and Expenses 6

Transition Allowance 7

MLA EXPENSES

Authority for Payments 8

Direct Deposit Payment to Members 9

MLA Expenses and the GST 10

MLA Travel and Living Expenses 11

Secondary Accommodation Expenses 13

Sessional Expenses 14

Claiming for Travel Expenses 15

Telephone and Related Expenses 16

Claiming Telephone and Related Expenses/Constituency Services Expenses 18

CAUCUS RESOURCES AND SERVICES

Caucus Resources 20

Resources for the Office of the Leader of the Opposition 21

Resources for the Office of the Leader of the Third Party 22

Resources for the Office of an Independent Member 23

DISCLOSURE REQUIREMENTS

Members' Accountability and Disclosure Reports 24

Caucus Accountability and Disclosure 25

MLA BENEFIT PLANS

Pension Plan 26

Group Life Insurance 28

Disability Insurance Plan 30

Dental Plan 32

Extended Health Plan 35

Extended Health Care Plan for Retirees 37

Employee and Family Assistance Program 38

CONSTITUENCY SERVICES

Constituency Service Expenses 39

Constituency Assistant Expenses And Benefits 41

Constituency Office Furniture and Equipment 43

SPMC Constituency Services 45

Claiming Training and Registration Fee Expenses 46

LEGISLATIVE BUILDING

Security Services 47

Front Line for Visitors 51

Tours 52

School Tours 53

Public Ceremonies, Events, & Educational Programs 54

Accessibility for Visitors 55

LAW CLERK SERVICES

Members and the Law 56

Committee Services – Bills 57

Committee Services – Regulations and Bylaws 58

Cumulative List of Acts Changed & Requirements for Annual Reports 59

LEGAL SERVICES

Drafting Services – Bills and House Amendments 60

Drafting Services – Private Bills 61

105-02136/

LEGAL SERVICES

Legal Advice & Statutory Interpretation 62
Statutes and Regulations 63

INFORMATION SYSTEMS

Legislative Assembly Web Site 64
Members E-Service Portal 65
E-Mail Forwarding 66
Caucus Networks 67
Wireless Internet in the Chamber 68

HOUSE SERVICES

Procedural Services 69
Committee Services 71
Pages 73
Legislative Publications 74
Hansard 75
Broadcast Services 77

LEGISLATIVE LIBRARY

General Information 78
Library Collections 79
Reference Services 80
Circulation Services 81
Services To Constituency Assistants 82
Customized Services To Members 83
Publications 84

PROFESSIONAL DEVELOPMENT

Parliamentary Associations 85
Commonwealth Parliamentary Association 87
Midwestern Legislative Conference 88
Partnership Of Parliaments 90
Assemblée parlementaire de la Francophonie 91
CPA Learning System For Professional Development 92

PROFESSIONAL DEVELOPMENT

Legislative Internship Program 93

PUBLIC OUTREACH

Outreach Resources 94

Journalism Institute 95

Social Sciences Institute on Parliamentary Democracy (SSTI) 96

Speaker's Outreach 97

TRANSPORTATION SERVICES

Parking Permits 98

Bus Passes 99

APPENDIX

Code of Ethical Conduct 102

Customs and Practices of the Assembly 104

Board of Internal Economy 106

Preserving Your Papers (Saskatchewan Archives Board) 108

INDEPENDENT OFFICERS

Office of the Ombudsman 110

Office of the Chief Electoral Officer 113

Office of the Children's Advocate 115

Conflict of Interest Commissioner 118

Office of the Provincial Auditor 123

Office of the Information and Privacy Commissioner 125

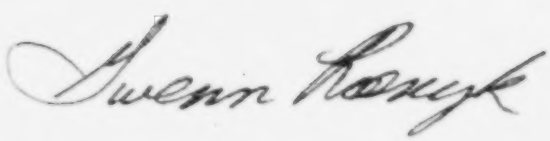
Introduction to Members' Services Guide

The mission of the Legislative Service of Saskatchewan is to support the Legislative Assembly and its Members by providing professional advice and excellent service. We accomplish our mission within a framework of goals and objectives that were developed by the staff themselves. The objectives are quite straight forward but immensely important because they are the substance of the services described in this guide. The objectives are: to foster an effective legislature; continually improve service to Members of the Legislative Assembly; sustain and enhance our parliamentary institution; and to be an effective and responsive organization.

The Legislative Service is comprised of the nine branches of the Legislative Assembly Office, the Office of the Speaker, the Legislative Library, and the Legislative Counsel and Law Clerk. However, it is through team work and interaction that we achieve the highest standards of service. The importance of team work has been recognized by our staff and is firmly incorporated as an important component of our strategic plan. There is hardly a service that is not built on team work, or requires team support to be successful.

The Members' Services Guide is designed to provide a comprehensive overview of the services available to Members and their staff. This guide includes a general description of each of the services, the aim and objective of the service, responsibilities for the services, contact points and direction to detailed information or documentation. It is our hope that this document will serve not only as a service guide, but also as a directory of the knowledge and expertise that exists within the Legislative Service.

In closing, I want to point out that one of the values held by our staff is to continuously improve our service, skills and knowledge. This guide is available in both paper and electronic versions to ensure that it can be easily and quickly updated. The electronic version, situated on the Members' Internet Portal, will be updated as changes and improvements take place. Updated pages can then be printed to insert into the paper manual. The electronic version will also contain hyperlinks to the many documents, manuals, directories and forms referred to in the pages of this guide. Finally, the portal-based guide will also provide Members and their staff an ability to give us feedback on our services.



Clerk of the Legislative Assembly

MLA INDEMNITY AND ALLOWANCES

Contact Information
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca

Annual Indemnity/Annual Expense Allowance

Overview

A Member's salary is comprised of an annual indemnity and an annual expense allowance. Automatically at the beginning of each month for the previous month, Members are paid a prorated portion of these combined amounts.

Highlights

The Member's indemnity is fully taxable while the expense allowance is non-taxable. This expense allowance is intended to provide for incidental expenses incurred by a Member. No receipts for expenses are required.

Payroll deductions for income tax, CPP, superannuation and benefit plan premiums are taken from the monthly amount. (Members do not contribute to Employment Insurance.) Salary payments are directly deposited to the bank account of the Member's choice. Members receive a deposit advice to notify them of the payroll details.

A Member's approximate net pay after deductions is shown below.

Gross Earnings	$5,728.25
Deductions:	
Income Tax (single exemption)	$1,238.46
MLA Superannuation (9 per cent)	515.54
CPP	247.97
Group Life (basic coverage)	28.25
Disability Income Plan (.48 per cent)	27.50
Net Pay	**$3,670.53**

References

The annual indemnity and expense allowance are discussed in detail in Section #21 of the *Directives of the Board of Internal Economy Procedures Manual.*

MLA INDEMNITY AND ALLOWANCES

Declaration of Attendance/Deduction for Absence

Contact Information
Margaret Tulloch
Assistant to the Speaker
Room 129
Ph: 787-2305 / Fax: 787-2283
mtulloch@legassembly.sk.ca

Overview

Board of Internal Economy *Directive #21 – Annual Indemnity and Allowances* requires Members to publicly record their attendance and absences during periods when the Assembly is sitting. To facilitate this requirement, the Speaker's Office distributes the Declaration of Attendance form for Members to complete.

Highlights

During session, Members are required to complete this monthly attendance form. These forms are public documents and are made available for viewing in the Office of the Clerk of the Legislative Assembly.

Members are expected to attend session but may be absent to attend to MLA or government business. Acceptable absences also include illness of the Member or the Member's family, and bereavement. Other absences due to pressing necessity situations may also be approved by the Speaker.

If a Member is absent for a non-acceptable reason, there will be a $200 per day deduction from the next monthly indemnity cheque of the Member.

References

The declaration of attendance and the deduction for absence are discussed in detail in Section #21 of the *Directives of the Board of Internal Economy Procedures Manual*.

MLA INDEMNITY AND ALLOWANCES

Allowances for Additional Duties

Contact Information
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca

Overview

Members who perform additional duties in the Legislative Assembly receive remuneration for carrying out these functions. These payments are included on the Member's monthly indemnity and expense allowance cheque.

Highlights

Additional duties include both annual and sessional positions. The annual positions are: Speaker, Deputy Speaker, Deputy Chair of Committees, Leader of the Opposition and Leader of the Third Party.

Sessional positions are: Opposition House Leader, Government and Opposition Whips and Deputy Whips, Third Party Whip and Chairs of the Standing Committees.

Remuneration for these positions is prorated and paid over the course of the year.

The other additional duties for the Premier, Deputy Premier and Cabinet Ministers are paid by Executive Council, not the Legislative Assembly. Therefore Members who hold these positions receive two monthly salary payments.

References

Payment details for additional duties are discussed in Section #21 of the *Directives of the Board of Internal Economy Procedures Manual*.

MLA INDEMNITY AND ALLOWANCES

Committee Indemnity and Expenses

Contact Information
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca

Overview

Members who serve on a legislative committee and who attend a committee meeting outside of the period when session is on are entitled to receive an indemnity of $86 for each meeting day. They are also reimbursed for travel, accommodation and meal expenses that they may have incurred to attend the meeting.

Highlights

When Members attend a committee meeting outside of session, they are required to sign a committee attendance sheet for each meeting day. The attendance form is certified by the committee clerk and then submitted to Financial Services for payment. The committee indemnity is subject to income tax and superannuation deductions. Members receive a cheque in the mail for this payment.

Members claim for committee expenses on the *MLA Travel Expense Claim Form*. Members must specify on their claim form that these expenses are for committee travel to ensure that these expenses are properly charged to the committee appropriation and not the Members travel expense provision.

References

Committee indemnity and expenses is discussed in detail in Section #17.2 of the *Directives of the Board of Internal Economy Procedures Manual*.

MLA INDEMNITY AND ALLOWANCES

Members of the Board of Internal Economy Per Diem and Expenses

Contact Information
Margaret Tulloch
Assistant to the Speaker
Room 129
Ph: 787-2305 / Fax: 787-2283
mtulloch@legassembly.sk.ca
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca

Overview

Private Members who serve on the Board of Internal Economy and who attend a Board meeting outside of the period when session is on are entitled to receive a per diem of $109 for each meeting day and travel day required to attend the meeting. They are also reimbursed for travel, accommodation and meal expenses that they may have incurred to attend the meeting.

Highlights

When Members attend a Board meeting outside of session, they are required to complete an expense claim form distributed by the Speaker's Office. This form is signed by the Speaker as Chair of the Board of Internal Economy and by the secretary to the Board. The form is then submitted to Financial Services for payment. The per diem portion of the claim is subject to income tax. Members receive a cheque in the mail for this payment.

The payment for the expenses portion of the claim is processed separately from the per diem portion. Members also receive the expense payment by cheque.

MLA INDEMNITY AND ALLOWANCES

Transition Allowance

Contact Information
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca

Overview

When a Member ceases to be a Member, he or she is entitled to receive a transition allowance provided that certain conditions are met. The purpose of this allowance is to assist the Member in making the change to private life.

Highlights

In order to be eligible to receive this allowance, a Member must have sought re-election and been defeated in a general election. Members may also receive this allowance if they have not sought re-election due to personal illness or illness of an immediate family member, certified by a medical practitioner. In addition, the Member cannot be receiving his or her MLA pension for the four months following polling day.

If the Member meets these conditions they may receive an allowance equal to one month's indemnity for each year of service to the Assembly, to a maximum of four month's indemnity.

Members who may qualify for this allowance will be contacted by Financial Services when dissolution occurs or following a general election to arrange the details of the transition allowance payment.

References

The transition allowance is discussed in detail in Section #13.1 of the *Directives of the Board of Internal Economy Procedures Manual*.

MLA EXPENSES

Authority for Payments

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

Section 11 of *The Legislative Assembly and Executive Council Act* specifies and limits the only payments, benefits and allowances a Member is entitled to receive without disqualifying that individual from being a Member of the Legislative Assembly. Pursuant to the Act, the Board of Internal Economy has issued Directives that authorize the amount of these payments, the method of calculation and the manner in which they should be paid.

In addition, payment procedures must also be made in accordance with the accounting and auditing principles of the Department of Finance and the Provincial Auditor.

Highlights

The Directives which govern expense allowance payments to and on behalf of Members, complete with explanatory notes, are contained in the *Directives of the Board of Internal Economy Procedures Manual*. This manual is an important reference source and both Members and their staff should become familiar with its contents.

The administration of these payments is done by the Financial Services branch of the Legislative Assembly under the direction of Janis Patrick.

Members have four different expense categories to assist in the discharge of their duties as Members representing a constituency: travel and living expenses, telephone and related, constituency service and constituency assistant. Generally speaking, these expense provisions support the Member's work in his or her constituency. Funds for each of these categories are provided on an annual basis (April 1 to March 31). The *Directives of the Board of Internal Economy Procedures Manual* provides the best direction to Members and their staff on the purpose of each expense provision and the types of expenses that are allowed under each.

Members are accountable for the use of these public funds and should be aware that the misuse or misappropriation of funds could cause a Member to lose his or her seat in the Legislative Assembly.

MLA EXPENSES

Direct Deposit Payment to Members

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

Members receive several payments from Financial Services. These include sessional expense payments, travel expense payments and expense reimbursement payments. Members may choose to have these payments directly deposited to a bank account of their choice instead of receiving a cheque in the mail.

Highlights

The advantage of the direct deposit option for Members is that uncertainty associated with the mail is resolved, and Members do not need to physically cash or deposit a cheque.

If this option is chosen, Members will receive a payment advice instead of a cheque. The payment advice will provide information on the payment amount, what the payment is for, and when it was deposited.

Members who wish to have payments direct deposited will need to complete a *Direct Deposit Payment Request* form. They will also need to attach a blank cheque marked "void" so that the relevant banking information can be set up on the payment system.

References

A copy of the *Direct Deposit Payment Request* form can be found in Section #3.1, Forms, of the *Directives of the Board of Internal Economy Procedures Manual*.

MLA EXPENSES

MLA Expenses and the GST

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

Goods and services that Members purchase are subject to the 7 per cent GST. This can have a significant impact on the purchasing power of a Member's allowance. Members need to be aware of the GST policy in regard to their expenses so that they can minimize its effect on their allowances.

Highlights

Members need to be aware of the effects of the federal GST on their expense provisions. The agreement with the federal government allows for an exemption from the GST only when the purchase is billed directly to, and paid for by, the Province.

If a Member purchases an item or service, he or she is obligated to pay the GST on that item or service. However, if an item or service is paid directly by the Legislative Assembly, the GST can be removed.

Therefore, Members have two options when claiming expenses. They may either submit the bill to Financial Services for direct payment on their behalf. In this instance, the GST will be removed from the payment and will not be a charge against the Member's allowance. The Member may pay the bill themselves and then submit for reimbursement. The Member will be reimbursed the full amount of the payment including the GST, but it is also this amount that will be charged to the Member's allowance.

In order to take full advantage of the GST exemption that is available to the Legislative Assembly, Members should establish billing accounts in the name of their constituency office, rather than in their own names.

MLA EXPENSES

MLA Travel and Living Expenses

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

Board of Internal Economy *Directive #3.1 - MLA Travel and Living Expenses* provides the funds to assist a Member in defraying the cost of travelling in his or her constituency. The amount available to each Member is derived from a formula based on three things: the size of the constituency, the distance between the largest populated centre in the constituency or the Member's residence and Regina, and the per kilometre rate currently provided to Saskatchewan Federal Government civil servants.

Highlights

Members may claim for mileage costs from this provision and will be reimbursed at the rate of 39 cents per kilometre. They may also claim for meals, accommodation and miscellaneous disbursements. Members may either claim actual costs for meals, accommodation and petty disbursements, or they may claim based on Public Service per diem rates.

Members may also travel between Regina and their constituency by means of a commercial scheduled airline. In this instance, they would submit the air ticket with the travel claim form to Financial Services for either direct payment or reimbursement. The Member's travel provision, however, would only be reduced by the amount attributable to 'one round trip' as calculated by the formula for the provision, or the actual cost of the flight, whichever is less.

When session is on, Members who live 350 kilometres or more from Regina may travel by Executive Aircraft between Regina and their constituency. They may then either submit the invoice for direct payment by Financial Services or request reimbursement if they have paid the bill themselves. As outlined above, the total cost of the air travel would be paid or reimbursed, but the Member's travel expense provision would only be reduced by 'one round trip' or the actual cost of the flight, whichever is less.

Members may also use Executive Aircraft at other times during the year but only if the aircraft has already been booked for a flight by a Member of Executive Council. In this

instance, the Member's travel expense provision will be reduced by the full cost of the invoice.

In addition to the above, Members for the constituencies of Athabasca and Cumberland are entitled to reimbursement or to have direct payment made on their behalf for two return trips per year by air from the Member's place of residence in the constituency to communities in the constituency that can be reached only by air.

References

Detailed information on claiming for travel expenses is found in Section #3.1 of the *Directives of the Board of Internal Economy Procedures Manual.*

MLA EXPENSES

Secondary Accommodation Expenses

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

A provision exists under *Directive #3.1 – MLA Travel and Living Expenses* that allows a Member who represents a constituency wholly outside the city of Regina to receive reimbursement for expenses related to maintaining a secondary residence in Regina. This residence may either be rental or owned accommodation, and the Member may maintain the residence for the entire year, not just when the Assembly is in session.

Highlights

In order to claim for secondary residence expenses, a Member must also maintain a primary residence outside of Regina. In addition, the secondary residence must be rented or owned in the Member's name, and the transaction must not be with another Member, a family member or a company owned by the Member or family member. Members are required to complete a form certifying that these conditions are met.

For rental accommodation, the member will be reimbursed the amount of the rent payment to the maximum amount that is specified in Directive #3.1. Expenses which are not included in the rental agreement such as utilities, furniture rentals, damage deposit, are not eligible for reimbursement. However, parking expenses do qualify for reimbursement.

Members who own their secondary accommodation must provide some evidence of ownership such as a property tax notice. They may claim up to a maximum of $25 for each day in the month that the accommodation is available for their use.

Claims for secondary accommodation expenses are submitted by using the *MLA Travel Expense Claim* form. Members who rent their accommodation must sign and attach the rental receipt to their claim. Members who own their secondary accommodation do not need to attach any supporting documentation to their claim, but they will not receive payment until the end of the month.

References

Detailed information on claiming for secondary accommodation expenses is found in Section #3.1 of the *Directives of the Board of Internal Economy Procedures Manual.*

MLA EXPENSES

Sessional Expenses

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

When the Assembly is sitting, funds are provided under *Directive #3.1 – MLA Travel and Living Expenses*, Section (6), to reimburse Members for expenses they incur in order to attend session. Members may either claim for living expenses based on a set rate per day or on actual costs incurred.

Highlights

Members have the option of either receiving a set rate for each day of session ($77) or submitting receipts and being reimbursed for actual expenses. Members may also claim using a combination of these two methods. Under either option, the amount received is intended to reimburse the Member for meals, accommodation and incidental expenses such as parking.

Members who choose the set rate option will automatically receive payment every two weeks. Members who claim actual expenses may submit claims as often as they choose and will have the payment processed on a priority basis.

References

The specific process for submitting claims for sessional expenses is discussed in detail in Section #3.1 of the *Directives of the Board of Internal Economy Procedures Manual*.

MLA EXPENSES

Claiming for Travel Expenses

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

MLA travel and living expenses are claimed by using either the *MLA Travel Expense Claim* form or the *MLA Travel Log*. With the exception of air travel which may be directly paid on the Member's behalf, all claims from the *MLA Travel and Living Expenses* provision are reimbursement payments to the Member.

Highlights

Regardless of which form the Member uses to submit a travel claim, the following conditions apply:

- When Members claim mileage expenses, they must fill out the form indicating the dates travelled and the number of kilometres travelled each day. Mileage will be reimbursed at the rate of 39 cents per kilometre.
- Members may either claim actual costs for meals, accommodation and petty disbursements, or they may claim based on Public Service per diem rates.
- If Members claim actual costs, receipts must be attached to the claim form. All receipts must be signed by the Member certifying that goods and services were received.

If a Member is travelling by air and does not wish to be out-of-pocket for the airline ticket, he or she may attach the airline invoice to a travel claim form and request that Financial Services makes direct payment to the invoicing company. These are the only type of travel payments that will be paid directly on the Member's behalf.

References

The specific process for submitting travel and living expense claims is discussed in detail in Section #3.1 of the *Directives of the Board of Internal Economy Procedures Manual*.

MLA EXPENSES

Telephone and Related Expenses

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

This expense provision is for telecommunication expenses incurred by Members in serving their constituents. The costs of purchasing (or leasing), maintaining and operating a cellular telephone and fax machine may also be claimed under this provision. There is no annual dollar limit on these expenses.

Highlights

Under this Directive, Members may claim the costs for one fax machine and one cellular telephone per Member. If a Member wishes to have more than one fax machine or cellular telephone, the purchase or lease costs of the additional machine must come out of the *Constituency Service Expenses* provision. However the line rental and usage costs may still be claimed as telephone and related expenses.

Any equipment that is purchased with expense funds will become the property of the Legislative Assembly when the Member ceases to be a Member.

There are several other expenses that may be claimed under this category including:

- The costs of telephone rental, long distance and directory advertising for constituency office telephones;
- The costs of telephone rental and long distance if the Member maintains a second residence in Regina;
- The costs of extra telephone services such as call waiting, call display, etc.;
- The costs for subscribing to and using the Internet.

In order to satisfy the requirements for the GST exemption Members should ensure that SaskTel or other telecommunication business accounts are established in the name of the constituency office rather than in the Member's name.

Whenever possible, telephone bills should be submitted to Financial Services for direct payment so that the GST exemption may be applied. If a Member pays the bill himself or herself, the GST must be paid. Although the amount of GST paid will be reimbursed, this results in the Province incurring an unnecessary expenditure.

It may happen that a Member receives business calls on his or her personal telephone lines. These calls may be claimed from the *Telephone and Related Expenses* provision, but in these instances the Member will have to pay the bill directly and then submit for reimbursement of the business calls.

Members should also ask their telephone carrier to consolidate all of their business lines into one monthly billing. This will ensure that telephone expenses are paid on a timely basis.

Members are reminded that this provision is intended for constituency business and that they should scrutinize their billings before payment to ensure no unauthorized or personal calls are being improperly charged to the provision.

Members claim from this allowance using the *Request for Payment* form. All invoices or receipts submitted with the claim must be signed by the Member certifying that goods and services were received. Invoices or receipts that are less than $50 may be signed by the constituency assistant.

References

More information on this expense category can be found in Section #2 of the *Directives of the Board of Internal Economy Procedures Manual*.

MLA EXPENSES

Claiming Telephone and Related Expenses/ Constituency Services Expenses

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

All Members' claims against the *Telephone and Related Expenses* provision and the *Constituency Service Expenses* provision must be accompanied by a *Request for Payment* form. Members may either be reimbursed for expenses or have direct payments to suppliers made on their behalf.

Highlights

The *Request for Payment* form is a three part form that allows Members to indicate which allowance the claim relates to, and whether the payment is a reimbursement to the Member or a direct payment on the Member's behalf. Members may attach any number of receipts or invoices for telephone and related expenses or constituency service expenses to one claim form. However, Members should not put more than eight payments on one form as any more than this could result in delays in processing the payments. This is because if there are any problems with a single payment, all of the other payments will be delayed until the question related to the problem payment has been resolved. In filling out this form Members should:

- Use their first name, initial and surname.
- Use the address to which reimbursement cheques should be sent. Payments made on behalf of the Member will be sent directly to the address on the invoices. Postal codes must be shown for all payees. Members may choose to have reimbursement payments direct deposited to a bank account. This option is discussed in more detail on page 9.
- Fill in the name of the constituency.
- Sign the form at the bottom certifying that the claim represents expenses incurred as a Member and are in accordance with *The Legislative Assembly and Executive Council Act*.

Members should be aware of the basic supporting documentation that must accompany each claim:

- Direct payments will only be made on original invoices. Photocopied invoices are not acceptable. Also, payments will not be made on supplier statements unless the original invoices accompany the statement.

- Requests for reimbursement must include a copy of the invoice that was paid, as well as evidence of payment such as a paid stamp, either the original receipt indicating payment, or a copy of the cancelled cheque.

- All supporting documentation must clearly indicate what goods or services were received. This is necessary so that Financial Services can ensure the purchase is within the guidelines for the expense provisions established by the Board of Internal Economy.

- The invoice or receipt must be signed by the Member certifying that goods and services have been received. (If the amount is less than $50, the signature of the constituency assistant is acceptable.)

Members may retain the third copy of the form for their records. However, if the third copy is sent in with the claim, it will be returned to the Member once the claim has been processed, and will show any changes that may have been made to the amounts that were claimed. Any payments that are made to on behalf of a member are recorded on the MLA expense statement by Financial Services. These statements indicate the annual allowance amounts for the various categories of expenditures, the amounts that have been posted against the allowance, and the funds remaining. These statements are sent out regularly to Members, but Members can also call and request a copy of their statement at any time.

References

General information on MLA expense accounting policies and the MLA expense statement may be found in the Introduction section of the *Directives of the Board of Internal Economy Procedures Manual.*

CAUCUS RESOURCES AND SERVICES

Contact Information
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Caucus Resources

Overview

Board of Internal Economy *Directive #7.2 – Caucus Resources* authorizes funding for each caucus of the Legislative Assembly. A caucus is defined as two or more Members who have the same party affiliation. The funds are used to provide resources to support the members of the caucus in their roles as legislators in the Assembly and in legislative committees, and to support the caucus in determining its political strategy.

Highlights

The funds that each caucus receives are based on a formula that includes a base amount plus a fixed amount for each private Member of the caucus. (Private Members are those who are not Members of Executive Council, Leader of the Opposition or Third Party, or the Speaker.)

The total funds available to a caucus are prorated over the year, and paid at the end of each month. The caucus may choose to have its employees paid directly by the Legislative Assembly. In this situation, the payroll costs are deducted from the total monthly amount with the remainder being paid to the caucus.

Caucus funds are used for research, information technology, administrative services, and other operating expenses of the caucus. These funds cannot be used for personal expenses, donations or loans to an individual or party organization, or for purposes related to party events and election activities.

These funds are subject to accountability and disclosure requirements. See page 25 for a discussion of these requirements.

CAUCUS RESOURCES AND SERVICES

Resources for the Office of the Leader of the Opposition

Contact Information
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

Board of Internal Economy *Directive #11 – Grant to the Office of the Leader of the Opposition* authorizes funding for this office. This funding is intended to assist the Leader of the Opposition in fulfilling his or her legislative and public functions.

Highlights

The total funds available to the office of the Leader of the Opposition are prorated over the year and paid at the end of each month.

The funds the office receives may be used for staff, supplies, stationery and services, and other operating expenses of the office.

These funds are subject to accountability and disclosure requirements. See page 25.

CAUCUS RESOURCES AND SERVICES

Resources for the Office of the Leader of the Third Party

Contact Information
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

Board of Internal Economy *Directive #15 – Grant to the Office of the Leader of the Third Party* authorizes funding for this office. This funding is intended to assist the Leader of the Third Party in fulfilling his or her legislative and public functions.

Highlights

The total funds available to the office of the Leader of the Third Party are equal to one-half of the amount that is paid to the Office of the Leader of the Opposition. The total amount is prorated over the year and paid at the end of each month.

The funds the office receives may be used for staff, supplies, stationery and services, and other operating expenses of the office.

These funds are subject to accountability and disclosure requirements. See page 25.

CAUCUS RESOURCES AND SERVICES

Contact Information
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Resources for the Office of an Independent Member

Overview

Board of Internal Economy *Directive #10.1 – Resources for the Office of an Independent Member* authorizes funding for each Independent Member of the Legislative Assembly. An independent Member is defined as a Member who does not belong to a caucus.

Highlights

The funds that each independent Member receives is equal to the amount that is allocated to each private Member of a caucus (see Caucus Resources, page 20).

The total funds available to an independent Member are prorated over the year, and paid at the end of each month. The Member may choose to have his or her employees paid directly by the Legislative Assembly. In this situation, the payroll costs are deducted from the total monthly amount with the remainder being paid to the office of the independent Member.

The funds the office receives may be used for research, information technology, administrative services and other operating expenses of the office. These funds cannot be used for personal expenses, donations or loans to an individual or party organization, or for purposes related to party events and election activities.

On an annual basis, the independent Member is required to prepare a statement showing how funds received were spent. This statement is submitted to the Speaker's Office along with a listing of all fixed assets that may have been purchased with these funds. When the Office of the Independent Member ceases to exist, any surplus funds and all fixed assets are returned to the Legislative Assembly.

DISCLOSURE REQUIREMENTS

Members' Accountability and Disclosure Reports

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

Board of Internal Economy Directive #22 – *Members Accountability and Disclosure* requires each Member to submit an annual report showing his or her expenditures from each of the four constituency expense provisions. These reports are tabled in the legislature and are available for viewing by the public.

Highlights

At the end of every fiscal year, Financial Services prepares an annual expense statement for each Member. This statement shows expense details for the telephone and related provision, travel, constituency service and constituency assistant expenses, including details of suppliers, amounts paid and brief descriptions of items or services purchased.

Members are required to review and approve the statement and then submit it to the Speaker. Copies of the reports are kept in the Clerk's Office and are available for examination by the public. In addition, each Member is required to keep a copy in his or her constituency office for viewing by the public.

The reports must be submitted to the Speaker by September 30th of each year.

References

More information on Members' accountability and disclosure can be found in Section #22 of the *Directives of the Board of Internal Economy Procedures Manual*.

DISCLOSURE REQUIREMENTS

Caucus Accountability and Disclosure

Contact Information
Marilyn Borowski
Director, Financial Services
Room 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

Board of Internal Economy *Directive #23 – Caucus Accountability and Disclosure* specifies that all public money that has been received by a caucus be subject to specific accountability and disclosure requirements, on an annual basis, and upon the dissolution of each legislature. The reports that the caucus submits to the Speaker are tabled in the legislature, and are made available for public viewing in the Clerk's Office.

Highlights

Annually, each caucus must have an audit performed. In addition to the auditor's opinion on the preparation of the financial statements in accordance with generally accepted accounting principles, the auditor must also issue an opinion on the adequacy of the caucus office's rules and procedures to safeguard and control public money, and whether the caucus office used the money it was given in compliance with the Directives. The caucus must also prepare a schedule of fixed assets for the Speaker's Office to retain.

These reports are then sent to the Members of the Board of Internal Economy, and the Clerk's Office where they are available for examination by the public. The reports are also tabled in the legislature.

At the end of every legislature, these three reports are again prepared to cover the entire term of the legislature. Based on the audited financial statements, each caucus is required to return any surplus funds to the Legislative Assembly, after accounting for its outstanding accounts including employee benefits.

When a caucus ceases to exist, all surplus funds, and all fixed assets that have been purchased with caucus grant funding must be returned to the Legislative Assembly.

MLA BENEFIT PLANS

Pension Plan

Contact Information
Marilyn Borowski
Financial Services, Rm. 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca
Linda Kaminski
Human Resources, Rm. 123
Ph: 787-2338 / Fax: 787-1558
lkaminski@legassembly.sk.ca

Overview

The Public Employees Pension Plan (PEPP) is designed to provide lifetime retirement benefits for participants. Members must enrol in PEPP. The Public Employees Benefits Agency (PEBA) administers this plan.

Highlights

PEPP is a defined contribution (money purchase) pension plan. Contributions to the plan will be used to provide a Member with income upon retirement.

The information below outlines the main provisions of PEPP and is intended to be used for a quick reference. Members should refer to the PEPP booklet as the authoritative source of detailed information about the plan.

Contributions
Members contribute 9 per cent of their salary to PEPP. For the purposes of *The Public Employees Pension Plan Act*, the salary of a Member includes:

- the amount payable to a Member of the Legislative Assembly (annual indemnity and annual expense allowance); plus
- in the case of a Member with additional responsibilities, the amount of salary or allowance paid to the Member with respect to the additional responsibilities, but *not including* any allowance or grant that is payable with respect to travelling expenses or the cost of staff, stationery, or services.

The Province of Saskatchewan matches the Member's contributions up to the maximum permitted by the *Income Tax Act* (Canada). The maximum that can be contributed to a registered pension plan is currently 18 per cent of taxable earnings to a maximum of $15,500 (maximum for the 2003 calendar year).

Contributions become locked in and vested following one year of membership in the plan.

Investments
Currently, PEPP has two investment funds: the Balanced Fund (mixed asset types) and the Short-Term Bond Fund (fixed income securities). A Member directs the contributions into one or both funds. Contributions are directed by default to the Balanced Fund unless otherwise specified.

Retirement Dates
Age 65 is the normal retirement age, however, a Member is eligible to retire and receive retirement income at age 50.

According to the *Income Tax Act (Canada)*, contributions to the PEPP account must provide retirement income beginning no later than the end of the calendar year in which a Member reaches age 69.

Retirement Options
When a Member is eligible to retire, the PEPP account balance can be used to provide an immediate or deferred retirement benefit. A Member may elect one or a combination of the following options to begin receiving retirement income:

- life annuity
- a RRIF (Registered Retirement Income Fund).

Beneficiary
A Designation of Beneficiary form must be completed. If the Member has a spouse, the spouse is the Member's beneficiary.

Pension Perspectives
Pension Perspectives is a newsletter published semi-annually. This newsletter is mailed to the Member's address on file with the Plan Administrator.

Annual Statement
Each year Members receive an annual statement showing their contributions, their investment earnings, the rate of return and their account balance.

References

See the Public Employees Benefits Agency (PEBA) Web site at www.peba.gov.sk.ca.

MLA BENEFIT PLANS

Group Life Insurance

Contact Information
Marilyn Borowski
Financial Services, Rm. 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca
Linda Kaminski
Human Resources, Rm. 123
Ph: 787-2338 / Fax: 787-1558
lkaminski@legassembly.sk.ca

Overview

The Public Employees Group Life Insurance Plan is designed to provide comprehensive life insurance coverage for participants, their spouses, and dependent children. Members must enrol in the Group Life Plan. The Public Employees Benefits Agency (PEBA) administers this plan.

Highlights

A Member is insured immediately upon election. An enrolment form must be completed as soon as possible following election.

A Member's insurance is based upon the Member's basic annual salary. Salary is defined as the sum total of a Member's annual indemnity, annual expense allowance and other allowances for additional duties.

The information below outlines the main provisions of the Public Employees Group Life Plan and is intended to be used for a quick reference. Members should refer to the Plan booklet as the authoritative source of detailed information about the Plan.

Basic Life Insurance
Basic coverage is equal to two times (2X) annual salary. Annual salary is rounded to the next higher multiple of $500 (if not already a multiple of $500).

Accidental death coverage is also provided on the life of the Member only. The benefit in the event of loss of life is $50,000. Partial dismemberment benefits vary from $12,500 to $50,000; the amount of coverage depends on the type of loss.

Optional Life Insurance
In addition to basic coverage, Members may purchase extra coverage in the form of $10,000 units to a maximum total coverage of $350,000. Requests for optional unit insurance require that a Group Health Evidence form be completed. The application for additional insurance must be approved by the life insurance carrier.

A Member may also purchase unit insurance coverage for his or her spouse. The maximum coverage available under this option is $100,000 (10 X $10,000 units).

Dependant Life Insurance
Dependants are automatically covered as follows: Spouse $10,000 (unless additional units have been purchased); each dependent child $5,000.

Beneficiary
The Member names a beneficiary(ies) on the Designation of Beneficiary form. A Member may change beneficiary information at any time by completing a new Designation of Beneficiary form.

Disability Benefits
Should a Member become totally disabled before the age of 65 and qualify for disability benefits under the Disability Income Plan, life insurance will remain in force (without payment of further premiums) until age 65 is reached. The Member must prove disability on an ongoing basis as required to maintain this coverage. At age 65, a $5,000 paid-up life insurance policy will be issued.

Termination of Insurance
Life insurance coverage under this Plan terminates automatically when an individual ceases to be a Member of the Legislative Assembly. However, a Member may exercise the conversion option to convert such term insurance to a private policy with the insurance carrier. Application for an individual policy must be made and the first premiums paid within 31 days of termination from office.

Retired Members' Life Insurance
Members who are eligible for an immediate pension through PEPP at the time they cease to be a Member of the Legislative Assembly, may apply for a $5,000 paid-up life insurance policy. The insurance is payable only on the death of the Member and has no cash surrender value prior to a Member's death.

Early Retirement
A Member who retires prior to age 65 and is eligible for an immediate pension through PEPP, may elect to continue life insurance coverage until age 75. The Member may choose the amount of insurance to be maintained to a maximum of the coverage in effect at the time of retirement. This includes spousal insurance if in effect at retirement. Members who retire early and continue their insurance coverage will be responsible for paying the premiums for such coverage to age 75.

Premiums
The cost for basic life insurance is $.25 per thousand dollars of coverage per month. This cost is shared, with the Government of Saskatchewan paying the premium on the first $25,000 of coverage per month. The cost of unit insurance is based upon age, gender, and smoker status, and ranges from $.51 to $13.61 per $10,000 unit.

References

See the Public Employees Benefits Agency (PEBA) Web site at www.peba.gov.sk.ca.

MLA BENEFIT PLANS

Disability Insurance Plan

Contact Information
Marilyn Borowski
Financial Services, Rm. 119
Ph: 787-2384 / Fax: 798-0040
mborowski@legassembly.sk.ca
Linda Kaminski
Human Resources, Rm. 123
Ph: 787-2338 / Fax: 787-1558
lkaminski@legassembly.sk.ca

Overview

The Public Employees Disability Income Plan (DIP) is designed to provide income replacement for participants who are Occupationally Disabled or Totally Disabled. Members must enrol in DIP. The Public Employees Benefits Agency (PEBA) administers this plan.

Highlights

New Members are eligible for disability insurance coverage after three months of continuous service. Coverage terminates at age 64 years, 35 weeks, or on the date the Member ceases to be a Member of the Legislative Assembly.

The information below outlines the main provisions of DIP and is intended to be used for a quick reference. Members should refer to the plan booklet as the authoritative source of detailed information about the plan.

Qualifying for Benefits
Disability benefits begin after a Member has been continuously disabled for 119 calendar days (4 months). Benefits are payable to a maximum of 20 months if the Member is unable to perform his or her duties as a Member of the Legislative Assembly. Thereafter, the Member may continue to qualify for benefits if he or she remains under a physician's care and is totally disabled for any reasonable position for which the Member is suited by virtue of education, training and experience. The plan also provides a vocational rehabilitation program.

Benefits
The Disability Income Plan provides a monthly taxable benefit equal to 75 per cent of basic monthly earnings, less any disability benefits received from other government plans. A Member's basic monthly earnings are based on one-twelfth of the sum total of the annual indemnity, annual expense allowance and allowances earned for additional responsibilities. Benefits may be indexed annually each October 1st to a maximum of 3 per cent.

Premiums

The cost of the plan is 1.02 per cent of the Member's basic monthly earnings. This cost is shared by the Member and the Government of Saskatchewan. The first premium is deducted once the three-month wait period has been served.

References

See the Public Employees Benefits Agency (PEBA) Web site at www.peba.gov.sk.ca.

MLA BENEFIT PLANS

Dental Plan

Contact Information
Linda Kaminski
Human Resource &
Administrative Services
Room 123
Ph: 787-2338 / Fax: 787-1558
lkaminski@legassembly.sk.ca

Overview

Public Employees Dental Plan (PEDP) is designed to promote good dental health by reducing the costs of dental work. Members participate in the Dental Plan. The Public Employees Benefits Agency (PEBA) administers this plan.

Highlights

New Members must serve the required waiting period of six months. Once the wait period has been completed, claims for eligible dental expenses incurred during the waiting period can be submitted.

The monthly premium for the plan is paid by the Government of Saskatchewan.

The information below outlines the main provisions of PEDP and is intended to be used for a quick reference. Members should refer to the PEDP booklet as the authoritative source of detailed information about the plan.

Eligible Dependants
Dental benefits are available for both the Member and eligible dependants. These dependants include:

1. The Member's spouse.
2. A dependent child or step-child under 21 years of age, whom the Member is legally and financially responsible.
3. A dependent child or step-child between the age of 21 and 25 inclusive, who is dependent upon the Member for support and is in full-time attendance at an educational institution.
4. A dependent child or step-child over the age of 21 who is solely dependent upon the Member for support due to mental or physical disability.

Co-ordination with other Dental Plans
If the Member and the Member's spouse both participate in dental plans, the Member must send the Member's claims to the Member's plan first, and then to the spouse's plan. Dental claims for dependent children must be sent to the dental plan of the parent who has the first birthday in the calendar year. Claims can then be sent to the second parent's dental plan for any remaining benefit that may be paid.

Benefits
There is no deductible under the PEDP. Eligible expenses will be reimbursed at 100 per cent of the *PEDP Maximum Reimbursement Schedule* for Level I – Level III services.

Level I:	Preventive Services
Level II:	Basic and Routine Services
Level III:	Major Restorative Services
Orthodontic Coverage:	50 per cent reimbursement to a maximum of $1500 per insured person, per calendar year, with a lifetime maximum of $3000 per insured person. Orthodontic coverage is available for the Member, spouse, and dependent children under age 19.

If work is expected to cost over $500 or involves the use of gold, the dentist must provide a written estimate prior to commencing the dental work. The estimate must be submitted to the Plan Administrator for approval.

Claims Process
Dental claims can be submitted directly to the insurance carrier either by paper claim or by electronic claim if this electronic service is available through the dental office.

Paper Claim
Once the claim form is completed by the Member and the dentist, it can be forwarded directly to the insurance carrier for processing.

The paper claim method needs to be used when:
- Electronic claim submission service is not available,
- Pre-authorization is required,
- X-rays need to be submitted for review.

Members can obtain claim forms from:
- Human Resource & Administrative Services,
- the dental office, or
- PEBA Web site.

Electronic Claim
Electronic claim submission enables the dental office to send an on-line submission of the dental claim directly from the dental office to the insurance carrier. A paper claim form is not required when utilizing the electronic claim submission process. Members will need to find out if this service is available at their local dental office.

Reimbursement of Expenses
Once the claim has been adjudicated, the insurance carrier will mail the benefit cheque directly to the Member. If the dentist approves, the Member may arrange to have the dental reimbursement paid directly by the insurance carrier to the dentist.

References

See the Public Employees Benefits Agency (PEBA) Web site at www.peba.gov.sk.ca.

MLA BENEFIT PLANS

Extended Health Plan

Contact Information
Linda Kaminski
Human Resource &
Administrative Services
Room 123
Ph: 787-2338 / Fax: 787-1558
lkaminski@legassembly.sk.ca

Overview

The Extended Health Care Plan is designed to promote good health by reducing the costs of medical care, supplies, and services. Members participate in the Legislative Assembly's Extended Health Care Plan. The Legislative Assembly Office administers this plan.

Highlights

New Members must complete a wait period to qualify for benefits. Benefit entitlement commences the first of the month immediately following the completion of a six-month wait period.

The monthly premium for the plan is paid by the Government of Saskatchewan.

The information below outlines the main provisions of the Extended Health Care Plan and is intended to be used for a quick reference. Members should refer to the plan booklet as the authoritative source of detailed information about the plan.

Eligible Dependants
Health Plan benefits are available for both the Member and eligible dependants. These dependants include:

(1) The Member's spouse;

(2) Any unmarried child (including step-child, adopted child, or a child for whom the Member has been granted custody pursuant to an Order of the Court) who is chiefly dependent upon the Member or the Member's spouse for support and maintenance:
   (i) twenty-one (21) years of age and under; or
   (ii) twenty-five (25) years of age and under if the child is in full-time attendance at an educational institution; or
   (iii) a developmentally or physically disabled child, regardless of age.

Coordination of Health Benefits
If the Member and the Member's spouse both participate in health plans, the Member must send the Member's claims to the Member's plan first, and then to the spouse's plan.

Health claims for dependent children must be sent to the dental plan of the parent who has the first birthday in the calendar year. Claims are then sent to the second parent's health plan for any remaining benefit that may be paid.

Benefits
The following benefits are eligible for coverage under the Health Plan:

> prescription drugs, vision care, eye examinations, health practitioners (osteopath, chiropractic, podiatry, acupuncture, naturopath, speech therapy, massage therapy, physiotherapy, and clinical psychology), private duty nursing, ambulance services, travel coverage, and miscellaneous medical supplies and services.

Refer to the Health Plan booklet for more detailed information about the medical services and supplies covered under the plan and the maximum benefit associated with each.

Members will be issued a Pay Direct Drug Card. The card enables the Member to purchase prescription drugs and have the cost electronically billed to the insurance carrier.

Claims Process
Members may obtain the necessary claim forms from Human Resource and Administrative Services. Completed forms along with original paid receipts are forwarded to the insurance carrier for reimbursement.

Reimbursement of Expenses
Once the claim has been adjudicated, the plan administrator will mail the benefit cheque directly to the Member.

MLA BENEFIT PLANS

Extended Health Care Plan for Retirees

Contact Information
Linda Kaminski
Human Resource &
Administrative Services
Room 123
Ph: 787-2338 / Fax: 787-1558
lkaminski@legassembly.sk.ca

Overview

The Extended Health Care Plan for Retirees is designed to promote good health by reducing the costs incurred by retirees for medical care, supplies, and services. A Member may be eligible to enrol in the Legislative Assembly's Retiree Health Plan at the time they cease being a Member of the Legislative Assembly if they meet the eligibility criteria. The Legislative Assembly Office administers this plan.

Highlights

The information below outlines the main provisions of the Extended Health Care Plan for Retirees and is intended to be used for a quick reference. Members should refer to the plan booklet as the authoritative source of detailed information about the plan.

Enrolment
In order to enrol in the plan, a Member must meet the definition of retiree as outlined in the plan booklet. Enrolment must occur during a forty-five (45) day period immediately following the last date served as a Member. Coverage is effective the first of the month following submission of the application.

Retiring Members must select their level of health coverage (single, couple, or family).

Benefits
The benefits under the Retiree Health Plan are similar to the Extended Health Care Plan however, there are lower coverage levels in some categories of health services.

Premium Costs
Retirees are responsible for the premium costs. The selected level of coverage (single, couple or family) determines the amount of the annual premium payment. Refer to the Plan booklet for further information regarding the premium costs.

Claims Process, Reimbursement of Expenses, Co-ordination of Benefits
The claims process, reimbursement of expenses, and co-ordination of benefits under the Retiree Health Plan is administered in the same manner as the Extended Health Care Plan.

MLA BENEFIT PLANS

Employee and Family Assistance Program

Contact Information
Linda Kaminski
Human Resource &
Administrative Services
Room 123
Ph: 787-2338 / Fax: 787-1558
lkaminski@legassembly.sk.ca

Overview

The Employee and Family Assistance Program (EFAP) is a voluntary, confidential, professional counselling service to assist Members and eligible dependants who may be experiencing work/personal/family problems or difficulties. Members participate in the Legislative Assembly's EFAP. This Plan is administered through the Public Service Commission.

Highlights

The EFAP will provide:

(1) access to confidential and professional counselling for assessment;
(2) referral to an agency or service provider for intervention;
(3) follow-up and after-care.

Members may access the program by calling:
Regina 787-7567 or 787-7563
Saskatoon 933-7077

Members may contact their Caucus Chair or the Director of Human Resource and Administrative Services to arrange a referral or for further program information.

The information above is intended to be used as a quick reference. Members should refer to the EFAP pamphlet as the authoritative source of detailed information about the program.

References

See the Public Service Commission EFAP Web site at www.gov.sk.ca/psc/efap.

CONSTITUENCY SERVICES

Constituency Service Expenses

Contact Information
Janis Patrick
Supervisor, Members Payments
Room 119
Ph: 787-2331 / Fax: 798-0040
jpatrick@legassembly.sk.ca

Overview

The *Constituency Service Expenses* category provides Members with funds to operate and maintain a constituency office including hiring assistants. It is also used for expenses related to communicating with constituents. In order to claim expenses under this Directive, the Member must maintain an office outside of his or her residence.

Highlights

The annual amount that each Member may claim from is a combination of a fixed amount plus a formula amount based on the postage rate and the number of voters in the Member's constituency.

The full annual expense provision is allotted to each Member at the beginning of the fiscal year (April 1st), but there is a restriction on the amount that may be claimed at any point during the year. This restriction has the effect of ensuring that Members do not spend the entire annual amount before January 1st of each year.

Under this provision, Members may claim expenses for a variety of items related to operating the constituency office and communicating with constituents. Members may not claim expenses that are for items of a personal nature, hospitality, donations or gifts or items that are related to party or election events.

If a Member is unsure about whether an expense is an allowable expense he or she may seek pre-approval from the Speaker. The Speaker will review the item and provide a written response to the Member either approving or not approving the item as an allowable expense.

Members may use mail services in the Legislative Building. Mail charges will be sent directly to Financial Services and will be charged against the Member's expense provision. Members that use the Legislative Building mail services must ensure that a proper return address, including the Member's name, appears on the outside of the envelope. "MLA mailout" should be indicated on each envelope or bundle of envelopes.

Under this Directive, Members may also purchase or lease office equipment and furniture. These items become part of the Member's inventory and will become the property of the Crown when the Member ceases to be a Member.

Members who are signing long term leases for either office rental or for equipment should ensure that an escape clause is included as part of the agreement. This will ensure Members are not liable for rental payments should an unexpected event occur.

Members may wish to combine funds from the *Constituency Service Expenses* provision with the *Constituency Assistant Expenses* provision to pay for personnel. This process is described in the *Constituency Assistant Expenses* section.

Payments from this provision for office furniture and equipment, rent or constituency assistant services cannot be made to a family member or to a company owned by the Member or family member. Family members are defined as "parents, spouses, common-law spouses, children and spouses of children." Also, Members cannot contract with a management company to provide office management services, although such a company can provide office space, either furnished or unfurnished.

Members submit claims for this allowance using the *Request for Payment* form.

All invoices or receipts submitted with the claim must be signed by the Member certifying that goods and services were received. Invoices or receipts that are less than $50 may be signed by the constituency assistant.

In addition, for bulk communication items like newsletters or for newspaper and radio advertising, the claim must include a copy of the printed material or a transcript of the radio broadcast.

References

Details on this category of expenses and procedures for submitting claims can be found in Section #4.1 of the *Directives of the Board of Internal Economy Procedures Manual*.

CONSTITUENCY SERVICES

Contact Information
Linda Kaminski
Human Resources, Rm. 123
Ph: 787-2338 Fax: 787-1558
lkaminski@legassembly.sk.ca
Janis Patrick
Financial Services, Rm. 119
Ph: 787-2331 Fax: 798-0040
jpatrick@legassembly.sk.ca

Constituency Assistant Expenses And Benefits

Overview

Directive #6 – Constituency Assistant Expenses allowance provides funding for Members to employ constituency office staff.

Highlights

Each Member is entitled to receive payment on his or her behalf for Constituency Assistant expenses incurred in respect of his or her duties as a Member. The amount available is equal to the maximum amount payable to a Program Support Level 6 position in the classified division of the Public Service.

Constituency Assistants are placed on the Legislative Assembly's payroll system. Members cannot spend funds pertaining to a future period. However, any amount not spent in previous months may be used before the March 31st year-end.

Selection
Members may wish to utilize the sample Constituency Assistant Position Description as a tool for recruitment purposes.

The Member selects a person(s) to hire as a Constituency Assistant and requests a hire-on package from Human Resources. Prior to payroll payments being processed, the forms in the hire-on package must be completed and returned to Human Resources.

Category of Employee
There are two categories of Constituency Assistant: regular and casual. Constituency Assistants working more than 15 hours per week in an ongoing full-time or part-time capacity are deemed as regular employees. Regular employees are enrolled in the following benefit plans: life insurance, disability, dental, health, and pension (optional).

Constituency Assistants who are required for short-term relief work or ongoing work assignments of less than 15 hours per week are deemed as casual employees. These employees are not enrolled in any benefit plans.

Payment
The Member assigns the hours of work and determines the associated rate of pay for their Constituency Assistant.

Constituency Assistants are paid on a bi-weekly payroll system. Time sheets are submitted at the end of each bi-weekly pay period. The weekly salary rate must be recorded on each bi-weekly time sheet. The time sheet must indicate which allowance is to be charged for the expense: *Directive #6 – Constituency Assistant Expenses* allowance and/or *Directive #4.1 Constituency Services Expenses* allowance. Completed time sheets are forwarded to Financial Services for processing.

Benefits and Deductions
Constituency Assistants are eligible for sick leave benefits. The hours worked determine the amount of sick leave benefits earned. Sick leave credits are cumulative from one fiscal year to the next. Human Resources calculates sick leave entitlements. Constituency Assistant sick leave payments are not deducted from the Member's allowance.

All Constituency Assistants are eligible to participate in the Legislative Assembly's Employee and Family Assistance Program.

Five per cent statutory holiday pay is added to the earnings of Constituency Assistants. In lieu of paid vacation leave, Constituency Assistants receive vacation pay on each pay cheque. The vacation pay rate is based on years served as a Constituency Assistant. The vacation pay rate varies from 6.36 per cent to 13.44 per cent. Human Resources is responsible for these calculations.

All Constituency Assistants have Canada Pension Plan, Employment Insurance, and Income Tax deductions from their payroll payments. Benefit plan premium deductions are only applicable to those Constituency Assistants enrolled in the benefit plans. All Constituency Assistants receive a T4 statement of earnings at the end of each tax year.

References

See Section #6 *Procedures Manual – Directive #6 Constituency Assistant Expenses.*

See the Public Employees Benefits Agency's (PEBA) Web site at www.peba.gov.sk.ca for information on the following benefit plans: life insurance, disability, dental, and pension.

CONSTITUENCY SERVICES

Constituency Office Furniture and Equipment

Contact Information
Shannon Ferguson/Kathy Dennett
Administrative Services
Room 123
Ph: 787-2119 or 787-2299
Fax: 787-1558
sferguson@legassembly.sk.ca
kdennett@legassembly.sk.ca

Overview

Establishing the constituency office is one of the first priorities for new Members. Administrative Services provides assistance and support to the Members to ensure this is accomplished in a timely manner.

Highlights

Establishing the Constituency Office
Newly elected Members will be offered the office furniture and equipment of the previous Member for that constituency. In addition, Members have access to a limited surplus inventory of furnishings and equipment.

By making use of these existing inventoried items, new Members should be able to establish a constituency office quite quickly as they will not have significant start-up costs associated with leasing or purchasing new office equipment and furniture.

Administrative Services will provide newly elected Members with the previous Member's inventory listing for that constituency. Administrative Services will make arrangements for the newly elected Member to view the equipment and furniture. Once the Member has selected the furnishings and equipment he or she wishes to keep, Administrative Services will make the necessary arrangements to move these items to the new constituency office location. Administrative Services will also make the necessary arrangements to remove any surplus furnishings and equipment. **All arrangements for viewing or moving furniture must be made through Administrative Services .**

Directive #24
Members are able to acquire computer equipment, a photocopier, and other office furniture and equipment through the Directive #24 program.

The Legislative Assembly Office budgets for the purchases under this directive. Directive #24 is separate and apart from other directives. Members' expenses and provisions are not affected by Directive #24.

It may be in the Member's best interest to contact Administrative Services prior to purchasing equipment and furniture. Effective utilization of Directive #24 should reduce the need to purchase these items from the Member's expense provision.

Members are encouraged **not** to lease equipment. Leased equipment is **not** an allowable expense under Directive #24.

The amounts available to the Member during the term of the Twenty-Fifth legislature are as follows:

• Computer Equipment/Remedial Technical Support	$6,000
• Office Furniture, other equipment	$1,000
• Photocopier rental	up to $200/month

Asset Management

All office furnishings and equipment purchased with Crown funds through Directive #24 or the *Constituency Service Expense* provision, become the property of the Crown. The Legislative Assembly prepares and maintains an inventory list for each constituency that includes purchases made from Directive #24 and the *Constituency Service Expenses* provision. This list is sent to the Member annually for verification. It is important that the constituency office maintains accurate records to assist the Legislative Assembly Office in updating the Member's inventory list. All assets owned by the Crown have been allocated an asset tag number which has been physically attached.

References

- Please see MLA Procedures Manual – ***Directive #24***
- Please see MLA Procedures Manual – ***Asset Management***

CONSTITUENCY SERVICES

Contact Information
Shannon Ferguson/Kathy Dennett
Administrative Services'
Room 123
Ph: 787-2119 or 787-2299
Fax: 787-1558
sferguson@legassembly.sk.ca
kdennett@legassembly.sk.ca

SPMC Constituency Services

Overview

Members have access to several services offered by SPMC (Saskatchewan Property Management Corporation).

Highlights

SPMC Distribution Centre
The Distribution Centre offers a wide variety of office supplies and short-term rentals of laptops, cellulars, LCD panels, and shredders. These purchases would be processed through the Member's *Constituency Service Expenses* provision. Members' constituency offices should have a copy of the SPMC Distribution Centre Supply Catalogue. If you do not have a catalogue, please contact the Distribution Centre directly at 787-2073.

Surplus Equipment and Furniture Pick Up
Administrative Services will make arrangements with SPMC to have surplus items picked up from the constituency office. Small items should be dropped off at the Legislative Assembly Office.

SPMC Mail Services
SPMC Mail Services will be able to assist you with all your postal requirements. Inquiries can be directed to Mail Services.

• General Inquiries	Bill Matthew	787-6866
• Routing schedule & Mailing methods	Clara Anderson	787-6614

Members may be interested in utilizing the inter-office mail system. The inter-office mail system may be cost effective if a significant amount of mail is sent back and forth between the constituency office and The Legislative Assembly Office.

All mail sent through the inter-office mail system is subject to the same restrictions governing political party promotion as in Directive #4.1 – *Constituency Service Expenses* provision.

References

- Please see MLA Procedures Manual – *Directive #24*

CONSTITUENCY SERVICES

Claiming Training and Registration Fee Expenses

Contact Information
Margaret Tulloch
Office of the Speaker
Room 129
Ph: 787-2305 / Fax: 787-2283
mtulloch@legassembly.sk.ca

Overview

Members may request pre-approval of communication items or registration fees by writing to the Office of the Speaker of the Legislative Assembly.

Highlights

Directive #4.1 (4) allows Members to claim training and registration fee expenses from the constituency services allowance, if pre-approved by the Speaker. Written requests, including information about the training or event, should be addressed to the Speaker for consideration.

In order to assure Members that communication items are within the guidelines of Directive #4.1 (6), there is an optional pre-approval process that Members may use:

> A Member may apply to have a communication item approved in advance of its distribution by providing a written request and a sample or detailed description of the item to the Speaker's office. The Speaker's office must respond in writing within seven days of receiving the request by either approving the item, or not approving it and providing the reasons it has not been approved.

References

Directive #4.1, MLA Procedures Manual

LEGISLATIVE BUILDING

Security Services

Contact Information
Patrick Shaw
Security
Room 128
Ph: 787-2184 / Fax: 787-1558
pshaw@legassembly.sk.ca

Overview

The Office of the Sergeant-at-Arms provides security services for the protection of Members, employees, visitors, and property. In addition to the preservation of peace, the maintenance of order and the promotion of security and safety measures within the Legislative Building, the Sergeant-at-Arms assists, as required, in the enforcement of parliamentary rules and procedures.

Highlights

Investigations
The Office of the Sergeant-at-Arms investigates occurrences within the Legislative Building such as threats, harassing telephone calls, mischief, assaults, thefts, etc. All incidents should be reported to the Office of the Sergeant-at-Arms.

Advisory Services
The Office of the Sergeant-at-Arms is always available to provide advice on security and safety matters. If you require assistance or more information on our services, Members and staff are invited to call 787-2184.

Evacuation
In the event of a full evacuation of the Legislative Building, the fire alarm will be sounded and the building evacuated:

- Immediately and quickly secure any sensitive documents and close but do not lock office doors.
- Immediately leave the building according to the emergency evacuation route posted in your office.
- Do not use elevators.
- There is an emergency area warden system in place to assist with the evacuation.

Should the Chamber be affected, the Speaker would normally suspend the House and advise Members to evacuate the building. The Office of the Sergeant-at-Arms will direct Members to the exits and designated meeting area.

Access

The Legislative Building exterior doors are controlled by a card access system. All exterior doors with the exception of the front door require access cards to gain entry into the building. The front door is manned by security staff 24 hours a day. The service entrance and Prince of Wales entrance are open during the day, Monday to Friday. Members and staff working in the building will be issued an access card upon the completion of an application. The application forms can be obtained from the office of the Sergeant-at-Arms in Room 128 or by calling 787-2184. All employees entering the Legislative Building are required to wear an employee photo ID card. These cards are available to new staff through Security Services. All other individuals wishing to enter the building must stop at a Security kiosk and be issued with a visitor's ID card.

All individuals who enter the Legislative Building after normal business hours are required to sign in and out at the front Security kiosk. Members are not required to sign in at any time. During night sittings, sign-in records will commence one half hour after the House has adjourned.

Preventative Measures

During the day, security personnel patrol common areas of the building. After normal business hours, the security staff checks doors and enters rooms and offices checking for security, fire, and safety hazards. The security staff will verify the identification of Members and staff using their access cards during the evening.

In addition, all incoming mail and packages are scanned prior to their delivery to Members.

Members who wish to prohibit certain individuals from visiting their office should advise the Sergeant-at-Arms or contact security staff at 787-2184.

MEMBERS OR THEIR STAFF WHO HAVE REASON TO BELIEVE THAT THEY REQUIRE SPECIAL SECURITY ATTENTION WHILE IN THE BUILDING OR DISCOVER ANY SECURITY OR FIRE HAZARD SHOULD IMMEDIATELY CALL THE OFFICE OF THE SERGEANT-AT-ARMS
787-2184

Office Security

Articles of Value and Sensitive Information

All sensitive and confidential information should be stored in a secure place when a Member is away from his/her desk for an extended period of time. For the protection of articles of value and sensitive information, Members and their staff should ensure that these items have been secured in appropriate containers:

- All desks, filing cabinets, windows and office doors should be locked at all times when the office is vacant, except in the event of a fire, when doors should be closed but not locked.

- Computer terminals should be logged off when unattended and at the end of the day. All sensitive information should not be stored on the hard drive. This information should be copied onto a micro disk and securely filed away when not in use.

- Valuables should not be stored in desk drawers as drawers are not secure and can be opened with little effort.

- Your reception area is the first line of defence and should never be left unattended. Members or staff should know all persons including repairmen who are present in the office.

Personal Property
Purses should not be left on desktops or on the floor. Also, jackets with wallets and cheque books should not be left in unoccupied offices. These articles should be locked in a secure area. Coffee funds, petty cash, or other money should always be locked in a safe place. Cash boxes should be left in proper overnight storage.

Communication Security
In the event that a Member suspects that conversations within the Member's office or by telephone are being compromised by unauthorized persons, contact the Sergeant-at-Arms. A formal request will be made to the Royal Canadian Mounted Police for the services of the Counter Technical Intrusion Inspection Unit. Once the request has been approved by the Royal Canadian Mounted Police, technicians will inspect the suspected problem area.

The results of the inspection will be communicated back to the Sergeant-at-Arms. In turn, the Sergeant-at-Arms will notify the Member's office of the results. If deficiencies have been discovered, arrangements can be made by the Sergeant-at-Arms to correct the situation.

Telephones
Members are reminded that telephones are not a secure method of communication. Confidential or sensitive telephone discussions should be avoided as much as possible. Members and staff are reminded not to give out information regarding types of computers, printers, copiers, etc. Aggressive telemarketers will try to elicit this information for their personal gain. Please ensure all staff directs the person to the individual who purchases the supplies for your office. This office staff person will be familiar with the needs of your office.

Facsimile Machines
Facsimile machines, in simple terms, use the same technological combination of photocopying and a telephone to transmit documents. Since these machines must use

telephone lines, the security of Members' documents should be treated similarly to that of a telephone. Furthermore the hazards of dialing an incorrect number when sending sensitive information should be considered plus, not always knowing who will be receiving the message.

Lost and Found
Items lost and found within the Legislative Building should be reported by calling 787-2184. Found articles can be turned over to the nearest security staff on duty.

Employee Safety
Employees who work after hours should let someone know where they are and how long they anticipate being there. In the Legislative Building security staff will periodically check on your well-being.

Vehicles should be parked in a well lit area and locked. All valuables should be placed in the trunk or brought with you. Before getting into your vehicles, have a look in your back seat to ensure that you are alone. If for any reason, you feel uncomfortable, or require assistance walking to your vehicle, contact the security staff at 787-2184 and request an escort or assistance to your vehicle.

If you are followed or harassed, if possible, return to the building and contact the security staff. They will contact the police. If you are already in your vehicle, lock your doors and drive directly to the police station. If possible make a conscious effort to obtain an accurate description of the person. Please notify the Office of the Sergeant-at-Arms of this incident.

LEGISLATIVE BUILDING

Front Line for Visitors

Contact Information
Lorraine deMontigny
Visitor Services
Room 122
Ph: 787-5357 / Fax: 787-8217
ldemontigny@legassembly.sk.ca

Overview

The staff of Visitor Services meet and greet all visitors to the Saskatchewan Legislative Building.

Highlights

Reception services at the Kiosk include welcoming visitors, giving directions, answering questions about the building and the tour service.

On the **tourism** side of things, tour Guides provide visitors with information on other major attractions in our city as well. We also assist tourists in selecting hotels and restaurants, then provide them with mini maps and directions to these destinations.

LEGISLATIVE BUILDING

Tours

Contact Information
Lorraine deMontigny
Visitor Services
Room 122
Ph: 787-5357 / Fax: 787-8217
ldemontigny@legassembly.sk.ca

Overview

Tours of the Saskatchewan Legislative Building are conducted every 30 minutes, 7 days a week, with extended hours in the summer months.

Highlights

Casual tourists or visitors can usually be on tour in the Legislative Building within a few minutes of their arrival. Bus tours and other large groups are encouraged to book their tours in advance.

Tours and service in French are available year round. The branch employs one permanent bilingual Guide and four of the casual Guides are bilingual as well. Groups with a special interest in Aboriginal galleries or particular aspects of the building's history should alert the branch in advance. One of our senior Guides would be happy to offer a special presentation.

For special events or occasions, "In Character Tours" are presented or cameo appearances are made by Saskatchewan's first Premier — Walter Scott.

School tour groups are handled a little differently. For more information please see the page on "School Tours".

LEGISLATIVE BUILDING

School Tours

Contact Information
Marianne Morgan
Visitor Services
Room 122
Ph: 787-5358 / Fax: 787-8217
mmorgan@legassembly.sk.ca

Overview

When the legislature is sitting, school tours are 90 minutes in length. The visit is broken into three segments: the tour, the House, and the MLA visit. The objective is to make the legislative experience both educational and interesting.

Highlights

- **All school tours must be booked through Visitor Services**
- MLAs will be notified with the details of any groups they have coming in
- School groups are introduced to the Legislative Assembly by the MLA
- Introduction sheets are prepared and set on the Member's desk in the House
- Visitor Services take a photograph of every school group (no cost to Members)
- The MLA is provided with one 5x7 colour print along with a 4x6 for each student
- There is an option for MLAs to order juice for the students (or coffee for adults)
- The cost of the juice is $.95 each
- The juice can be ordered through Visitor Services
- The Dome cafeteria will bill the Member directly
- The expense for juice can be charged to the Constituency Services allowance
- A daily schedule is posted at the Member's entrance to the Chamber

LEGISLATIVE BUILDING

Public Ceremonies, Events and Educational Programs

Contact Information
Lorraine deMontigny
Visitor Services
Room 122
Ph: 787-5357 / Fax: 787-8217
ldemontigny@legassembly.sk.ca

Overview

Through regular and special events, Visitor Services branch supports the parliamentary system by bringing constituents, citizens, families and visitors to the Legislative Building to interact with their elected representatives and to learn about our system of government.

Highlights

- **Legislative and Protocol Ceremonies:** Visitor Services staff assist with all Legislative and protocol events held in the Legislative Building including the Opening of the legislature, Royal Visits, the Remembrance Day Service and special protocol events and diplomatic visits throughout the year.

- **Educational Programs:** Visitor Services staff coordinates educational programs for a variety of audiences. In addition to special presentations, these programs include regular events such as Public Servant tours, Take Your Kid to Work Day, and a one-week summer camp for children called "Week in Wascana". The Kid's Corner in the Entrance Hall ensures every visitor to the Legislative Building has a great experience, even our littlest visitors.

- **Annual Public Events:** in conjunction with city, provincial or national events, Visitor Services staff co-ordinates public events such as Christmas Lights Across Canada and Buffalo Days Under the Dome.

References

Members are welcome to contact Visitor Services at 787-5357 for information on upcoming events. It is recommended that if an MLA wishes to arrange a tour of the Legislative Building for family or friends on Opening Day or any other major event day, that the arrangement be booked well in advance.

LEGISLATIVE BUILDING

Accessibility for Visitors

Contact Information
Lorraine deMontigny
Visitor Services
Room 122
Ph: 787-5357 / Fax: 787-8217
ldemontigny@legassembly.sk.ca

Overview

The Legislative Building and Visitor Services make every effort to meet the needs of all of our visitors.

Highlights

- The Prince of Wales Entrance is a fully accessible entrance
- Visitor Services and SPMC have purchased a wheelchair for those visitors who might like to use a wheelchair while they are in the Legislative Building
- Visitor Services can provide Hearing Assistive Devices upon request. Notice is posted at the Kiosk that the service is available. The system is effective and simply requires that the Guides use a special lapel microphone and the visitor wears a receiver.

References

For more information please call Visitor Services at 787-5357.

LAW CLERK SERVICES

Contact Information
Ken Ring
Law Clerk
Room 225
Ph: 787-2298 / Fax: 787-1246
kring@legassembly.sk.ca

Members and the Law

Overview

The Office of the Law Clerk offers a number of comprehensive and specialized legal services to the Speaker, Members of the legislature, Legislative Committees, the Board of Internal Economy, and Legislative Service. All assistance is impartial and confidential.

Highlights

The Law Clerk is obliged to uphold the Constitution and the rule of law as they pertain to the relationship of the Legislative Assembly to the courts, to the executive, or to any other third party.

If the Member is Involved in Any Court Process
When acting in their official capacity, Members and House officers should advise the Law Clerk immediately of any court process served upon them, to ensure compliance with the law without infringement of parliamentary rights and immunities.

The Law Clerk offers legal advice and services to Members regarding matters such as: constitutional and parliamentary law, statutory interpretation, legal rights and immunities of Members, legal powers of the House and its committees, labour and employment law, and contractual obligations.

If Members feel there may be a legal aspect to an issue they are dealing with, the Law Clerk is available to provide assistance and advice on the law and appropriate or recommended courses of action. Contacting the Law Clerk at the earliest opportunity may help prevent a minor issue from becoming a major problem.

Other Services
The Office also coordinates proposed Bills and explanatory notes between Legislative Crown Counsel's Office (Justice), Departmental Legislation Officers, Government House Business Office, and the Clerk's Office.

Members and caucus researchers can contact the Office for direction regarding legislation and regulations (what is in force, when were certain amendments made, proclamation dates, general interpretation, etc).

LAW CLERK SERVICES

Committee Services – Bills

Contact Information
Ken Ring
Law Clerk
Room 225
Ph: 787-2298 / Fax: 787-1246
kring@legassembly.sk.ca

Overview

The Law Clerk is available to assist individual Members of Committees, or the Committee proper, when a policy field committee is reviewing a particular Bill or legislative provision.

Highlights

Each policy committee is able to call upon the Law Clerk for advice regarding the interpretation of any Bill the committee is considering. The Law Clerk's advice is independent of the Department of Justice that drafted the Bill. The Law Clerk could offer alternative wording for certain provisions in order to make them narrower or broader in scope.

The Law Clerk is also available to respond to a Committee's question or to conduct legal research with respect to particular issues.

Information with respect to whether similar legislation is in force in other jurisdictions and how those laws compare to the proposed Bill could also be provided.

LAW CLERK SERVICES

Committee Services – Regulations and Bylaws

Contact Information
Ken Ring
Law Clerk
Room 225
Ph: 787-2298 / Fax: 787-1246
kring@legassembly.sk.ca

Overview

Pursuant to Rule 131(6), the Law Clerk is required to assist all policy field committees in reviewing regulations and bylaws.

Highlights

The Law Clerk is required to review all regulations made (by Cabinet, Minister's Order, Board Order, etc.) pursuant to an Act of the Legislative Assembly. All bylaws of professional associations incorporated pursuant to an Act of the Legislative Assembly are also reviewed.

Pursuant to Rule 131(2), regulations are reviewed for such things as:

- Ensuring that it does not impose a charge or prescribe a payment that is not provided for by the legislation;
- Certifying that the regulation does not overstep the authority provided by the legislation; and
- Confirming that it is clear in meaning and not detrimental to the public interest.

Bylaws of professional associations are reviewed to determine if they are "in any way prejudicial to the public interest."

Following the review, if a potential issue or concern is identified, a report is prepared for the appropriate policy committee that describes the status of the regulation and any correspondence between the Law Clerk and the minister or agency responsible for the regulation or bylaw.

LAW CLERK SERVICES

Cumulative List of Acts Changed & Requirements for Annual Reports

Contact Information
Allison Gartner
Law Clerk's Office
Room 225
Ph: 787-8984 / Fax: 787-1246
agartner@legassembly.sk.ca

Overview

The Office of the Law Clerk monitors amendments to legislation as well as all statutory requirements to table documents in the Assembly and makes this information available to all Members.

Highlights

Cumulative List of Acts Changed
The Office of the Law Clerk monitors and tracks each piece of legislation that passes through the Assembly. The Cumulative List of Acts Changed is updated continuously as Acts are proclaimed. It is an excellent tool to monitor the status of a law. This list contains the Bill number, the Chapter number, the Assent date, and the coming into force details of an Act. All consequential amendments to existing Statutes are also listed.

List of Acts or Resolutions that require a Report or Statement to be tabled in the Legislative Assembly of Saskatchewan.
This document is prepared annually by the Law Clerk's Office for the Clerk and is distributed through the Law Clerk's Office.

LEGAL SERVICES

Drafting Services – Bills and House Amendments

Contact Information
Ken Ring
Law Clerk
Room 225
Ph: 787-2298 / Fax: 787-1246
kring@legassembly.sk.ca

Overview

The Law Clerk provides legislative drafting services to all Members, including advice and assistance in the preparation of:

- Public Bills for private members and
- House amendments to Bills being considered by the House.

Highlights

Bills
This service includes the preparation of explanatory notes and the printing of Bills for introduction into the House. A Member who wishes to introduce a Bill or to propose a House amendment to a Bill being considered by the House should contact the Law Clerk's office at the earliest opportunity. Any backbench Member may introduce a Bill into the House. The office provides guidance and drafting assistance.

House Amendments
A Member who wishes to propose a House amendment to a Bill being considered by the House should contact the Law Clerk's Office at the earliest opportunity. Any Member may move a proposed House amendment (or suggested change) to a Bill that is being considered before the House. The office provides guidance and drafting assistance.

All House amendments, both government and opposition, must be signed by the Law Clerk prior to their introduction in the House.

For assistance with respect to House amendments, please contact the Law Clerk's Office.

LEGAL SERVICES

Drafting Services – Private Bills

Contact Information
Ken Ring
Law Clerk
Room 225
Ph: 787-2298 / Fax: 787-1246
kring@legassembly.sk.ca

Overview

The Law Clerk provides legislative drafting services to assist private organizations that wish to be incorporated by means of a private Act. Private Bills are prepared, printed, and moved through the Committee on Private Bills to become law.

Highlights

When the Law Clerk's Office is advised of a possible Private Bill (through the Clerk's Office, direct contact with a private solicitor, or through a Member wishing to sponsor the Bill), co-operation between the groups is initiated to have the proper documentation prepared and filed, and to ensure that the Bill is drafted to conform with the proper Saskatchewan format for Bills.

The Law Clerk's Office may assist in drafting the Bill. Once the draft is complete, the Law Clerk's Office arranges for the Bill to be printed. The Office may also assist in the preparation of explanatory notes.

For each Private Bill to be considered in the House, certain legal requirements must be met by the organization seeking the legislation. The Law Clerk verifies this process and makes a written report to the Clerk as to whether the organization has fulfilled all the necessary legal obligations.

As legal counsel to the Private Bills Committee, the Law Clerk also prepares a written report on each Bill. The Law Clerk's Office may advise the Member sponsoring a Private Bill. Any House Amendments that may be necessary are drafted by the Law Clerk's Office.

LEGAL SERVICES

Legal Advice & Statutory Interpretation

Contact Information
Ken Ring
Law Clerk
Room 225
Ph: 787-2298 / Fax: 787-1246
kring@legassembly.sk.ca

Overview

The Law Clerk provides legal advice and opinions to Members on matters relating to Members' needs, legal issues, legislation and regulations as well as legislative proposals before the Assembly.

The Office of the Law Clerk is responsible to the Speaker through the Board of Internal Economy, and is independent of Cabinet and the Department of Justice.

Highlights

Any Member may obtain both general and specific information relating to the status or interpretation of any Bill, Statute, or Regulation from the Law Clerk's Office.

The provision of legal advice to a Member is provided on a solicitor/client basis and is therefore held in strict confidence by the office. Advice is entirely non-partisan, and is available to all Members.

The Law Clerk provides general corporate legal services and drafts various legal documents for offices within the Legislative Assembly, and drafts Board of Internal Economy Directives in co-ordination with the Director of Financial Services.

LEGAL SERVICES

Statutes and Regulations

Contact Information
Allison Gartner
Law Clerk's Office
Room 225
Ph: 787-8984 / Fax: 787-1246
agartner@legassembly.sk.ca

Service Overview

Official and unofficial versions of Saskatchewan Acts and Regulations are available for reference, interpretation and distribution through the Office of the Law Clerk.

Highlights

Every Bill that is enacted by the Legislative Assembly is published.

Members may access or obtain copies of the Separate Chapters, Annual Bound Volumes or the unofficial consolidation of all Saskatchewan Acts and Regulations through the Office of the Law Clerk.

Consolidations of the statute law in a Member's office or a caucus office are updated and maintained by the Office of the Law Clerk.

Assistance and advice to Members regarding proclamations and interpretation of particular coming into force provisions are available to Members through the Office of the Law Clerk.

The set of consolidated statutes in the Law Clerk's Office and in the Chamber are specifically updated and annotated in order to provide Members with the most current version of the law, including any unproclaimed provisions.

References

- Separate Chapters (produced following each Session)
- Statutes of Saskatchewan (annual bound volume and loose-leaf)
- Regulations of Saskatchewan (loose-leaf)
- Tables of Amendments to the Statutes and Regulations

INFORMATION SYSTEMS

Legislative Assembly Web Site

Contact Information
Jeremy Phillips
Information Systems
Room 119
Ph: 787-5002 / Fax: 787-1558
jphillips@legassembly.sk.ca

Overview

The Legislative Assembly Web site provides easy access to a wide variety of information related to the workings of the legislature. Publications including Hansard and Journals are available, along with information on members, committees, bills, visiting the Legislative Building, the Legislative Library, Independent Officers, and much more.

Highlights

Our Web site is the Assembly's primary public face, providing information about and access to the legislative process, members of the Assembly, independent officers, and Committees. There is a welcome message from the Speaker, along with information on the office and related programs. Visitors to the building can book tours and find out when to come. Information on the Legislative Library, including access to the online catalog is also available.

Legislative publications are fully searchable, with Hansard available back to 1983. In addition, the proceedings in the Chamber are broadcast *live* in streaming video, enabling anyone with Internet access to watch the Legislative Assembly in action.

The Web site is very popular, registering over 300,000 visits in 2002 (over 800/day), a number that increases every year.

References

For more information, check out **www.legassembly.sk.ca**

INFORMATION SYSTEMS

Members' E-Service Portal

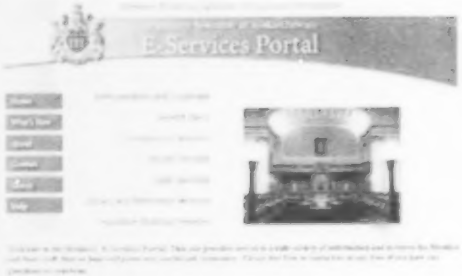
Contact Information
Jeremy Phillips
Information Systems
Room 119
Ph: 1-866-759-9909
portal@legassembly.sk.ca

Overview

The E-Services Portal offers secured content for the exclusive use of Saskatchewan MLAs. It is aimed entirely at meeting the needs of Members, as well as their constituency staff, to facilitate each in the carrying out of their responsibilities.

Highlights

The portal, located at **https://portal.legassembly.sk.ca**, is organized by services the Legislative Assembly provides, much like the guide you are reading. There is content from every branch of the Legislative Assembly, including:



- Forms
- Manuals
- Newsletters
- Online resources from the Library
- And much more!

Also available is an online video archive of the two most recent legislative sessions. You can watch every moment from December 2002 to the present! When the legislature is in session, the archive is available 15 minutes after the house is adjourned.

The portal is a secure site, so you will require a username and password. To get started, or if you have any questions,

- please email: portal@legassembly.sk.ca or
- phone the Information Systems Branch at 1-866-759-9909.

We value your feedback, so please contact us any time!

INFORMATION SYSTEMS

E-Mail Forwarding

Contact Information
Jeremy Phillips
Information Systems
Room 119
Ph: 787-5002 / Fax: 787-1558
helpdesk@legassembly.sk.ca

Overview

The Legislative Assembly provides a service to Members whereby email sent to a generic address in the form FirstInitialLastName@mla.legassembly.sk.ca is forwarded on to the email address of the Member's choice, generally the constituency office. For example, any email sent to

jdoe@mla.legassembly.sk.ca would be forwarded to john.doe@sasktel.net.

Highlights

This service provides a uniform address which the public can use to contact any Member, but preserves the Member's ability to select an Internet service provider (ISP) and email address of their choice. In addition, it ensures that the public does not need to keep track of email addresses if and when they change.

Please note that the Legislative Assembly only provides the generic address and not an actual mailbox for Members.

INFORMATION SYSTEMS

Caucus Networks

Contact Information
Jeremy Phillips
Information Systems
Room 119
Ph: 787-5002 / Fax: 787-1558
jphillips@legassembly.sk.ca

Overview

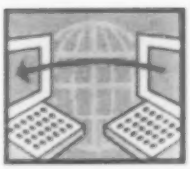
The Legislative Assembly is responsible for the network infrastructure (wiring, network switches) for the caucuses in the Legislative Building. Currently there are two separate networks, government and opposition, one in each wing.

Caucuses are still responsible for the computers and related hardware in place on the network.

Highlights

In the spring of 2001, the Board of Internal Economy approved a decision item that outlined the transfer of responsibility for caucus networking infrastructure from the individual caucuses to the Legislative Assembly. The goal was four-fold:

- Three separate and secure switched network infrastructures
- Reduced infrastructure costs for caucuses
- Flexibility to accommodate changes to caucus locations
- A foundation for extending caucus networks into the Legislative Assembly Chamber



The Legislative Assembly worked with the caucuses on a strategy to accomplish these goals, and developed a plan of action to implement that strategy. Existing network hubs were replaced and new cabling was installed as required to ensure that both caucuses receive the same level of service.

Due to the lack of a third party in the Legislative Assembly at this time, no arrangements for Third Party network infrastructure have been made.

INFORMATION SYSTEMS

Wireless Internet in the Chamber

Contact Information
Jeremy Phillips
Information Systems
Room 119
Ph: 787-5002 / Fax: 787-1558
jphillips@legassembly.sk.ca

Overview

Wireless Internet access is available to Members in the Chamber. The Legislative Assembly has provided the wireless access point, but each Member is responsible for their own laptop and wireless network card.

Highlights

A memorandum of understanding has been signed between the Legislative Assembly and each caucus, outlining the following:

- Access is limited to the *Internet only* using 802.11b wireless technology.
- No network security is implied, nor guaranteed - privileged or private communications should not be attempted.

How to get connected

1. Contact the Information Systems branch to arrange a time to stop by our office to configure and test your laptop for proper operation within the Chamber
2. We will verify that your laptop meets basic software and hardware prerequisites. If a wireless network card is required, we will suggest what should be purchased. We do recommend that you run Windows XP on your laptop if possible.
3. Once you have the necessary components, stop by and we will make sure your laptop can connect to the Chamber network.

House Services

Procedural Services

Contact Information
Gwenn Ronyk
Clerk, Room 239
Ph: 787-2374
gronyk@legassembly.sk.ca
Greg Putz
Deputy Clerk, Room 239
Ph: 787-2335
gputz@legassembly.sk.ca
Margaret Woods
Clerk Assistant,. Room 231
Ph: 787-2375
mwoods@legassembly.sk.ca
Iris Lang
Clerk Assistant Committees, Room 123
Ph: 787-1743
ilang@legassembly.sk.ca

Overview

The Rules and Procedures of the Legislative Assembly of Saskatchewan (Rule Book) contains some 150 Rules. These rules regulate procedure, debate and conduct of Members. The rules are binding and cannot be changed except by the Assembly itself. Furthermore, many of the fundamental processes of debate are based on "practice" and cannot be found in the Rule Book. The written rules only give expression to a small portion of the Assembly's procedures.

The subject of procedure can be a very complicated business. Members are not expected to be fully aware of all the rules and practices at all times. When questions arise, the Clerks-at-the-Table are available to explain how parliamentary procedure works.

Highlights

The Clerks-at-the-Table provide expert impartial and confidential advice to Presiding Officers and Members of the Assembly on every possible aspect of parliamentary proceedings, whether it be a question on parliamentary privilege; advice or explanation on the rules or practices of the Assembly; the status of a particular item of business; or the proper forms scripts required for a proceeding. During the daily sittings of the House, a Clerk is always available at the Table in the centre of the Chamber. Otherwise, Members are welcome to visit or call any of the Clerks. General enquires may also be made by calling the Supervisor of House Services, or any of the other staff at the Office of the Clerk.

Besides our own Rule Book, there are various authoritative procedural works including manuals and textbooks relating to parliamentary practice such as Erskine May's *Parliamentary Practice*, House of Commons Procedure and Practice (commonly called Marleau and Monpetit) and *Beauchesne's Parliamentary Rules and Forms* of the Canadian House of Commons. The Clerks-at-the-Table are able to explain what elements of British and Canadian House of Commons practice pertain to the Saskatchewan Assembly and its

committees. The Clerks also carry out procedural research, study developments in other jurisdictions, prepare draft rulings and maintain a system of procedural precedents.

References

- The Rules and Procedures of the Legislative Assembly of Saskatchewan
- Parliamentary Practice and Procedure
- Special Committee on Rules and Procedures Third Report
- Notice Forms / Scripts
- Copies of Erskine May, Marleau and Monpetit and Beauchesne's are available from the Legislative Library

House Services

Committee Services

Contact Information

Office of the Clerk
Ph: 787-0603 / Fax 787-0408

Greg Putz, Deputy Clerk
Ph: 787-2335 / gputz@legassembly.sk.ca

Iris Lang, Clerk Assistant (Committees)
Ph: 787-1743 / ilang@legassembly.sk.ca

Margaret Woods, Clerk Assistant
Ph: 787-2375 /
mwoods@legassembly.sk.ca

Janis Patrick, Supervisor of Member Payments and Allowances
Ph: 787-2331 /
jpatrick@legassembly.sk.ca

Overview

The Legislative Assembly of Saskatchewan operates several types of committees, each with a different function and make-up. Committees are authorized by the Assembly to call for persons, papers and records, which enable the committees to examine witnesses and obtain expert advice. On certain matters, committees can also provide the public with the opportunity to make representations to the Legislative Assembly.

Service to each committee is coordinated by a committee clerk, who is also responsible for expert impartial procedural advice to the Chairs and committee Members. Committee clerks are supported by the staff of the Office of the Clerk.

Highlights

The committee branch is a very small organization. It is not self-supporting but borrows staff from all branches of the Legislative Service, as required. Administrative responsibility for all committees rests with the Deputy Clerk, while the Clerk Assistant (Committees) and Clerk Assistant are assigned to serve the various Standing Committees. These duties include the provision of procedural advice, organization of committee records and the day-to-day management of committee activity. The committee clerks are directly supported by the Supervisor of Assembly Services and Clerks' Office Assistant. The Legislative Counsel and Law Clerk fulfills the duty of legal advisor to certain committees, principally with regard to the review of regulations and bylaws and the drafting of amendments to legislation.

All committees are served by Hansard, which produces a verbatim report for each meeting. Committee Hansard is available on the Assembly Web site, and as paper copy for committee members. Television broadcast of committee meetings is the responsibility of Broadcast Services. Copies of televised committee proceedings can be produced in DVD format for Members, upon request (subject to broadcast guidelines). Information Systems branch is responsible for the Internet streaming of the committee broadcasts. Financial Services Branch process Members' committee travel and allowance

claims. While the committees do not have the benefit of a dedicated Research Bureau, reference support is provided by the Legislative Library Reference Desk and a Members' Services Librarian.

References

- *The Rules and Procedures of the Legislative Assembly of Saskatchewan*, [Rules 105 through 137; Television Broadcast guidelines]
- Special Committee on Rules and Procedures: Second Report / Third Report
- Committees Web site: http://www.legassembly.sk.ca/committees/default.htm
- Directives of the Board of Internal Economy Procedurals Manual: Committee Indemnity and Expenses section.

HOUSE SERVICES

Pages

Contact Information
Sandra Gardner
Office of the Clerk
Room 239
Ph: 787-0603 / Fax: 787-0408
sgardner@legassembly.sk.ca

Overview

Each year the Legislative Assembly recruits six students or recent graduates to work as Pages in the Chamber during legislative sittings. Pages provide an invaluable link between the MLA in the Chamber and their staff and caucuses outside of the Chamber. The Pages also provide extra support to the Office of the Clerk and to other branches of the Assembly.

Highlights

The duties of the Pages have traditionally included collecting and delivering documents and messages for the Speaker, Members of the Legislative Assembly and the clerks in the Chamber, and elsewhere in the Legislative Building. A variety of general office duties have been added over the years, including running errands, sorting and distributing legislative documents and mail, filing, receiving telephone messages and photocopying.

Pages are hired under the Assembly's non-partisan policy and provide confidential, unbiased service to all MLAs. The Pages are employed only during the hours that the Assembly is scheduled to sit and accordingly, are not available to assist MLAs during morning committee meetings.

References

For more information, check out www.legassembly.sk.ca/legassembly/pagespag.htm

How are Pages recruited? For more information, contact Sandra Gardner at 787-0603.

HOUSE SERVICES

Contact Information
Clerk Assistant (Journals)
Journals Branch
Room 123
Ph: 787-3992 / Fax: 787-1558
Judy Brennan
Hansard Branch
110 Walter Scott
Ph: 787-2290 / Fax: 787-1556
jbrennan@legassembly.sk.ca

Legislative Publications

Overview

The Clerk of the Legislative Assembly is responsible for the recording of the proceedings of the Assembly and for the safekeeping of all legislative papers and records. The production of legislative publications is overseen by three branches – Hansard, Journals and the Office of the Clerk. Copies of current documents are available in electronic and paper versions while older records can be viewed upon request.

Highlights

Routine Proceedings and Orders of the Day (Order Paper or the Blues): This document constitutes the business agenda of the Assembly. It is updated and published on a daily basis by adding new business, removing completed business and moving items from one category to another. A supplement of private Members' business, which is not dealt with by the House on a daily basis, may be printed separately to reduce printing costs.

***Votes and Proceedings*:** The *Votes* are the "minutes" of the Assembly's proceedings which are produced and published on a daily basis during a session. In essence it is a record of all business that is done in the Assembly, all papers and reports that are officially tabled, and an account of all substantial procedural interventions by the presiding officers.

Journals: Upon prorogation of a legislative session, all of the daily *Votes* are compiled, reformatted, and bound together with a comprehensive subject index and a number of statistical charts. This volume is called the *Journals*.

Debates and Proceedings (Hansard): Verbatim records are made of all proceedings in the Assembly and its committees. The *Hansard* branch aims to publish the verbatim of House proceedings within 24 hours and committee *Hansard* within a reasonable period.

Progress of Business Charts: A number of useful charts are prepared recording the progress of the Assembly's consideration of Bills and estimates, a listing of all sessional papers filed; returns ordered; seating plan and the debates that have occurred. These are available in paper format on a weekly basis as an appendix to the Friday *Votes* and on the notice board outside the Clerk's office, or on a daily basis on the Assembly's Web site.

References

For more information, check out www.legassembly.sk.ca/publications/default.htm

HOUSE SERVICES

Hansard

Contact Information
Judy Brennan
Director
Room 110, Walter Scott Bldg.
Ph: 787-2290 / Fax: 787-1556
jbrennan@legassembly.sk.ca

Overview

The *Debates and Proceedings* of the Legislative Assembly of Saskatchewan, commonly known as *Hansard*, is a verbatim record of the House and its committees. *Hansard* editors make that record with a minimum of editing and without any alteration of the meaning of Members' speech. The Legislative Assembly of Saskatchewan created its first *Hansard* in 1947.

Hansard also serves the House by coordinating the audio-microphone system during debates by activating the microphone of Members whom the Speaker has acknowledged.

Highlights

The tremendous volume of information in the debates is daunting for a reader. *Hansard* uses several services and editing strategies to make reading and researching the debates a productive experience:

Reading *Hansard*
Verbatim is available on the Legislative Assembly Web site: www.legassembly.sk.ca/Hansard. Printed copies can be delivered to the Members' desks in the Chamber or to their offices. Print distribution is coordinated by the Office of the Clerk. Additional print copies can also be requested from the Office of the Clerk by calling 787-0603.

Locating Speakers And Topics Discussed In The House
To aid your research, *Hansard* provides an index for each session. The index is organized both by the names of the speakers and by the subjects which were discussed during that session. For research of a current session, an online search engine is available to assist Members and the public in searching the electronic verbatim.

Editing the House's Debate
Editors aid readability of your spoken word by editing for consistency in spelling, punctuation, and treatment of procedural events.

Being Accurate

Research is important for the *Hansard* editors. Whenever a Member mentions the name of a person, town, book, or *any* specific entity, editors must verify it. Editors also check material quoted in the House against original sources, wherever possible.

References

- If you or your guests would like to observe the making of *Hansard*, please let us know; we'd be pleased to arrange a tour.
- We're always happy to hear from you. For any information, concerns, and questions, please contact us.

HOUSE SERVICES

Broadcast Services

Contact Information
Gary Ward
Broadcast Services
Room 123
Ph: 787-2181 / Fax: 787-1558
gward@legassembly.sk.ca

Overview

Broadcast Services branch of the Legislative Assembly Office provides complete, live and recorded television coverage of the debates and proceedings of the House and designated committees. The record is archived on the internet and is available within thirty minutes of adjournment and is also sent for permanent storage at the Provincial Archives.

Highlights

Television Coverage
The television signal is distributed live via satellite on the Expressvu service and is available to all cable companies and Expressvu customers who have the appropriate receiver. The House and Committee proceedings are provided live on channel 63 and 64 respectively in the Legislative Building and in real time streaming to anyone with Internet access.

Viewing Hours
A rebroadcast of "Statements by Members" and "Question Period" is provided on SaskLegNet (SLN), SCN, Expressvu and Image Wireless at midnight and 7:25 a.m. the following day during session. Members may view any portion of the current session at the Legislative Library the following day, during regular library hours, or on the Internet within thirty minutes of adjournment of proceedings.

Audio/Visual Duplication
Members may obtain audio/video duplications of the current debates and proceedings subject to the guidelines for television. The guidelines are appended *The Rules and Procedures of the Legislative Assembly*. Request forms for duplications are available in Room 123. Duplications will be made on DVD-R, DVD-RW or VHS formats. Members are responsible for providing their own DVD or video tape and the tape must be cued up to where the recording is to begin.

References

http://www.legassembly.sk.ca/legassembly/broadcst.htm

LEGISLATIVE LIBRARY

General Information

Contact Information
Marian Powell
Legislative Library
Room 238
Ph: 787-2277 / Fax: 787-1772
mpowell@legassembly.sk.ca

Overview

The Legislative Library supports the Legislative Assembly of Saskatchewan and its Members by delivering accurate, timely and non-partisan information services and by selecting, acquiring, organizing, preserving, and providing access to appropriate material resources to support such services.

The Library serves the citizens of Saskatchewan by making available the benefits of its specialized research and legislative collection where these benefits cannot be obtained elsewhere, and by establishing and maintaining co-operative and helpful relationships with other government departments or departmental libraries.

Highlights

- **Confidential Service:** The Library provides a confidential service to all its clientele. Details of client transactions with Library staff are not divulged to other clients or to staff members who are not directly involved in providing the service.
- **Location:** Library services are provided in rooms 232 and 234 on the second floor in the east wing of the Legislative Building.
- **Hours of Service:**
    - During Session:
        - Library open: Monday to Friday 8:30 a.m. to 5:00 p.m.
        - Reference Librarian on duty: 8:30 a.m. to 5:00 p.m.
    - Out of Session:
        - Library open: Monday to Friday 9:00 a.m. to 5:00 p.m.
        - Reference Librarian on duty: 10:00 a.m. to noon, and 1:00 p.m. to 4:00 p.m.

References

- Legislative Assembly and Executive Council Act, Section 68.4
- Rules and Procedures of the Legislative Assembly
- Report of the Special Committee on the Review of the Legislative Library, 1981
- Saskatchewan Legislative Library. Annual Report

LEGISLATIVE LIBRARY

Contact Information
Pat Kolesar
Legislative Library
Room 33
Ph: 787-9379 / Fax: 787-1772
pkolesar@legassembly.sk.ca

Library Collections

Overview

The Library's collection of print, microform, and electronic publications is the primary material resource that the Library provides to Members. This collection is developed specifically to meet the information needs of Members in accordance with a policy approved by the Board of Internal Economy. All of the services provided to Members depend on the materials in the collection.

Highlights

- **News Sources**
  - All Saskatchewan daily and weekly newspapers, and daily newspapers from most major Canadian cities in paper format.
  - Microfilm backfiles of Leader-Post and Western Producer.
  - Databases providing indexes or full-text access to wide selection of world news.
- **Desktop Electronic Resources Available on Members' E-Services Portal**
  - Databases containing the full text of thousands of magazines and newspapers.
  - Special Edition, a password-protected personal current news service exclusively for Members.
- **Books, Pamphlets, Magazines, Audio and Video Recordings**
  - Emphasis on political science, economics, social issues, public administration, parliamentary practice and procedures, Canadian history, and Saskatchewaniana.
  - Collections of quotations and anecdotes for speeches; model letters; audio and video tapes on public speaking, press interview techniques, and time management.
  - Wide selection of magazines on a variety of topics.
- **Government Publications**
  - Comprehensive collection of Saskatchewan government publications.
  - Canadian federal government publications
  - Extensive microfiche collection of publications from other provinces.
  - Selected publications from other national and international government agencies.

References

- Saskatchewan Legislative Library Collection Policy, 1983 (under review).
- The Library catalogue is available on the Web. Many materials published before 1989, however, are still listed only in the old card catalogues in Room 234.

LEGISLATIVE LIBRARY

Reference Services

Contact Information
Leslie Polsom
Legislative Library
Room 101
Ph: 787-1825 / Fax: 798-0093
lpolsom@legassembly.sk.ca

Overview

Experienced professional librarians respond to information requests from Members, their staff, and staff of the Legislative Assembly. We assist Members in obtaining needed information ranging from quick facts and statistical data to more extensive compilations on virtually any subject.

Highlights

- Members' information requests have priority over all other work.
- Confidential, impartial information service delivered on target and on deadline for clients from all caucuses.
- Location of key news articles and reports for research projects and reports.
- All available internal and external sources are tapped for needed information, including newspaper databases, electronic indexes, the Internet, magazines and journals, and of course books. The library also maintains close relations with other parliamentary libraries and calls on their resources as needed.
- Materials obtained from other institutions through interlibrary loan.
- Orientation tours for Members or Members' staff available on request by calling 787-2276.

Key Contacts

- Members' Priority Reference Telephone: 787-1821
- Reference Desk Telephone: 787-2276
- Reference Fax: 787-5856
- Reference E-mail reference@legassembly.sk.ca
- Reference Librarians:

Name	Title	Phone	E-mail
Leslie Polsom	Director of Reference Services	787-1825	lpolsom@legassembly.sk.ca
Tim Prince	Reference Librarian	787-1826	tprince@legassembly.sk.ca
Jane Blackett	Reference Librarian	787-1043	jblackett@legassembly.sk.ca

LEGISLATIVE LIBRARY

Circulation Services

Contact Information
Kimberley Heidebrecht
Legislative Library
Room 234
Ph: 787-1823 / Fax: 787-5856
kheidebrecht@legassembly.sk.ca

Overview

All Members and their caucus and constituency staff may borrow materials from the Library. Most materials in the Library are allowed to be borrowed.

Highlights

- Sign out materials from the library and renew as needed beyond the basic loan periods, which are:
  - Books: 2 weeks
  - Government publications: 1 week
  - Current issue of newspaper or magazine: 1 day
  - Back issue of newspaper or magazine: 1 week
- Place holds on books, journals or magazines that are out on loan.
- Have materials copied by Library staff at no charge (subject to the constraints of The Copyright Act).
- Retrieve material from off-site storage locations.
- Identify other libraries that own desired items not held by the Legislative Library and obtain them through interlibrary loan.

LEGISLATIVE LIBRARY

Services to Constituency Assistants

Contact Information
Leslie Polsom
Legislative Library
Room 234
Ph: 787-1825 / Fax: 787-5856
lpolsom@legassembly.sk.ca

Overview

Constituency Assistants are eligible for Library reference services and borrowing privileges to help them carry out their duties. Services are available by phone, e-mail or fax from the contacts listed below.

Highlights

- Library borrowing privileges.
- Assistance with use of electronic newspaper, journal and magazine databases which available either in the Library or at the constituency desktop.
- Help identifying appropriate government agencies for needed information.
- Help locating and using Statutes, Regulations and other Legislative papers.
- Although the Library cannot provide direct assistance to your constituents or to students for class assignments staff will identify a few pertinent titles and alternative local libraries to which they can be referred.

Key Contacts

- Reference Desk Telephone: 787-2276
- Circulation Desk Telephone: 787-1823
- Reference Fax: 787-5856
- Reference E-mail reference@legassembly.sk.ca
- Reference Librarians:

Name	Title	Phone	E-mail
Leslie Polsom	Director of Reference Services	787-1825	lpolsom@legassembly.sk.ca
Tim Prince	Reference Librarian	787-1826	tprince@legassembly.sk.ca
Jane Blackett	Reference Librarian	787-1043	jblackett@legassembly.sk.ca

LEGISLATIVE LIBRARY

Customized Service to Members

Contact Information
Maria Swarbrick
Legislative Library
Room 101
Ph: 787-7663 / Fax: 798-0093
mswarbrick@legassembly.sk.ca

Overview

The Library provides a carefully chosen array of traditional and state-of-the-art services designed to meet the individual information needs and interests of each Member. These services are offered only to Members. In order to activate most of these services, Members must schedule a private consultation with the Members' Services Librarian in order to define a personal interest profile. Services are then customized to match that profile and follow-up consultations are held throughout the Member's term of office so that the profile can be adjusted to reflect changes in the Member's duties and interests.

Highlights

- **Direct-User News Service:** A private, password-protected electronic daily current news service highlighting stories that match the Member's personal interests. Requires an initial private consultation with the Members' Services Librarian to set up an account and create personal interest profiles.
- **Newsletters and New Books Lists:** Delivered monthly during session. Newsletters highlight Library services, programs and resources on topics of importance to Members and include lists of new books on many topics.
- **Support for Parliamentary Conferences:** Backgrounder kits are compiled on request by professional librarians for Members who are delegates to conferences. Kits include a variety of reports and news scans on topics included in conference programs. Professional research assistance is provided upon request to support Members preparing conference presentations.
- **Current Awareness Services:** All or any of the following services are delivered weekly after private consultation to define interest profile.
    - **Press Updates:** Articles from Saskatchewan newspapers, other dailies from Canada, the U.S. and abroad, trade publications, newswires and broadcast transcripts.
    - **Magazine and Journal Articles**: Table of contents pages from publications of your choice make it easy to request copies of the articles you want to read.
    - **New Books**: Notification of new books received on topics you specify.
    - **News Headlines**: Weekly lists of news headlines from any newspaper of interest to you, from which you request the articles you wish to see in full.

LEGISLATIVE LIBRARY

Publications

Contact Information
Marian Powell
Legislative Library
Room 238
Ph: 787-2277 / Fax: 787-1772
mpowell@legassembly.sk.ca

Overview

The Library produces a variety of publications in print and electronic formats to inform Members about the services and resources available to them. A selection of these publications is highlighted below.

Highlights

- Members' Newsletter: Produced monthly during session and delivered to Members in hard copy as well as electronically through the Members' E-Services Portal.
- *Annual Report*: Provided to Members in hard copy and also available electronically on the Library's public Web site.
- *Checklist of Saskatchewan Government Publications*: Monthly listing of new print publications from Saskatchewan government departments, boards, commissions and agencies deposited in the Library in compliance with section 68.4(5) of the Legislative Assembly and Executive Council Act.
- *Parliamentary Democracy Bibliography Series*: Available on the Library's public Internet site. At present the series includes bibliographies on:
  - *Parliamentary Committees*
  - *The Speakership*
  - *The Deputy Speaker*
  - *Parliamentary and Legislative Secretaries*
  - *Private Members*
- Hot Topics: Short bibliographies on topics of current high interest, available in hard copy at the Reference and Circulation desks in room 234.
- Various compilations and fact sheets created for the Library's public Web site. Included among the available selections is:
  - *Saskatchewan Women in Politics:* a list of the women who have held seats in the Assembly.

PROFESSIONAL DEVELOPMENT

Parliamentary Associations

Contact Information
Gwenn Ronyk, Clerk
Ph: 787-2374 / Fax: 787-0408
gronyk@legassembly.sk.ca

Monique Lovatt,
Administrative Assistant to the Clerk
Ph: 787-2377 / Fax: 787-0408
mlovatt@legassembly.sk.ca

Overview

The Legislative Assembly of Saskatchewan holds memberships in several parliamentary associations in order to provide opportunities for professional development for elected Members. Through seminars, conferences, exchanges and workshops, you will have opportunities to meet with your colleagues from across Canada and internationally. These meetings promote co-operation and understanding between parliamentarians, facilitate sharing of information on public policy issues, and encourage Members to study and strengthen the role of the Member and parliamentary institutions.

Highlights

Members may participate in four different parliamentary associations:

(1) Commonwealth Parliamentary Association (CPA) – involves Members from parliaments of the Commonwealth.
(2) Midwestern Legislative Conference (MLC) (regional section of the Council of State Governments) – involves Members of American state legislatures.
(3) Partnership of Parliaments (PoP) – involves members of state legislatures of Germany.
(4) Assemblée Parlementaire de la Francophonie (APF) – involves French-speaking Members of parliaments from around the world.

- The Saskatchewan Branch of the Commonwealth Parliamentary Association serves as the umbrella organization for the administration and support to inter-parliamentary relations and activities. Policy and financial decisions are made by an Executive Committee composed of Members representing all parties and chaired by the Speaker as President of the Branch.

- Registration fees and travel expenses for Members' attendance at parliamentary association events are provided by the Saskatchewan Branch of the Commonwealth Parliamentary Association.

- How are Members chosen to attend? The Executive Committee determines the number of places that each caucus will have on each delegation. Each caucus then determines which Members will attend the various events from year to year.

- While there are a set number of delegates per jurisdiction for most conferences, the MLC annual meeting is an exception. There is no limit on the number of delegates who can attend the MLC meeting; therefore, Members who are not sponsored by our Saskatchewan CPA branch may choose to use funds from their MLA allowance for registration and travel expenses incurred to attend.

- The Saskatchewan Assembly must also take its turn to host conferences, seminars and incoming delegations. Members are involved in hosting these events.

References

Association Web sites:

CPA: http://www.cpahq.org/
MLC: http://www.csgmidwest.org/
PoP: http://www.pdp-org.de/
APF: http://www.regionamerique.aiplf.org/

Canadian Parliamentary Review:

http://www.parl.gc.ca/infoparl/index.htm

PROFESSIONAL DEVELOPMENT

Commonwealth Parliamentary Association

Contact Information

Gwenn Ronyk, Clerk
Ph: 787-2374 / Fax: 787-0408
gronyk@legassembly.sk.ca

Monique Lovatt, Administrative Assistant to the Clerk
Ph: 787-2377 / Fax: 787-0408
mlovatt@legassembly.sk.ca

Overview

The Commonwealth Parliamentary Association (CPA) is an association of commonwealth parliamentarians who, irrespective of gender, race, religion or culture, are united by community of interest, respect for the rule of law and individual rights and freedoms, and by pursuit of the positive ideals of parliamentary democracy.

The association seeks to promote understanding and co-operation between commonwealth parliamentarians and to promote the study of and respect for parliamentary intuitions throughout the commonwealth. In effect, the CPA serves as the professional development association for the elected Member.

Highlights

- Upon payment of an annual membership fee, as determined by the branch executive, any sitting Member of the legislature is entitled to become a member of the branch and as such is able to attend the annual CPA Saskatchewan branch dinner free of charge and is eligible to travel outside of Saskatchewan representing our branch at CPA conferences, seminars and interprovincial exchange visits.
- Members of the branch receive copies of the *Saskatchewan Branch Annual Report*, the *Canadian Parliamentary Review* (journal of the Commonwealth Parliamentary Association, Canadian Region) and *The Parliamentarian* (journal of the parliaments of the commonwealth).
- The Legislative Library supports the CPA by providing background papers on topics for conferences and seminars attended by the Members.
- The Saskatchewan branch also hosts various CPA conferences, seminars and in-coming delegations. The Members of the branch play an important role in hosting these events.
- Your caucus chair receives a list of conferences and seminars to be held each year.

References

Commonwealth Parliamentary Association: **www.cpahq.org**

PROFESSIONAL DEVELOPMENT

Midwestern Legislative Conference

Contact Information

Margaret Tulloch, Assistant to the Speaker
Ph: 787-2305 / Fax: 787-2283
mtulloch@legassembly.sk.ca
Monique Lovatt, Administrative Assistant to the Clerk
Ph: 787-2377 / Fax: 787-0408
mlovatt@legassembly.sk.ca

Overview

The Midwestern Legislative Conference (MLC) is an association of all legislators in the states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin. Ontario and Saskatchewan have both joined the MLC as affiliate members. The MLC is part of a national, non-partisan organization, The Council of State Governments (CSG) which was founded to assist and advance state government.

Highlights

The Saskatchewan Legislative Assembly in partnership with the Government of Saskatchewan (through the department of Government Relations and Aboriginal Affairs) became an affiliate Member of the MLC in 2000.

Membership in the Midwestern Legislative Conference entitles CPA to send delegates to:

- the MLC annual meeting. There is no limit on the number of delegates who can attend the annual meeting; therefore, Members who are not sponsored by our Saskatchewan CPA branch may choose to use funds from their MLA allowance for registration and travel expenses incurred to attend.
- [illegible]nnual Bowhay Institute for Legislative Leadership Development (BILLD). [illegible] the only leadership training program designed exclusively for Midwestern [illegible]ors. The purpose of BILLD is to help newer legislators develop the skills ne[illegible]ary to become effective leaders, informed decision-makers, and astute policy analysts. The program offers a unique opportunity for lawmakers to improve their leadership skills and explore the issues of the day with nationally renowned scholars, professional development experts, and legislative leaders and colleagues from across the region.

In addition to these two events there is also an exchange of delegates where legislators from the American states visit Saskatchewan to shadow our Members and Saskatchewan Members will visit one of the American states to shadow their Members. This allows

Members on both sides of the border to get a better understanding of how our respective systems work.

References

For information on the Midwestern Legislative Conference: Margaret Tulloch, Assistant to the Speaker

For information on travel arrangements and expenses to attend MLC events: Monique Lovatt, Administrative Assistant to the Clerk

For more information, check out www.csgmidwest.org

PROFESSIONAL DEVELOPMENT

Partnership of Parliaments

Contact Information
Margaret Tulloch, Assistant to the Speaker
Ph: 787-2305 / Fax: 787-2283
mtulloch@legassembly.sk.ca
Monique Lovatt,
Administrative Assistant to the Clerk
Ph: 787-2377 / Fax: 787-0408
mlovatt@legassembly.sk.ca

Overview

The Partnership of Parliaments (PoP) was founded in 1983 with members of all state legislatures of what was then the Federal Republic of Germany. Their goal was to create ties between the regional parliaments in Germany and the United States of America. Canada was included in 1993. The organization wants to get people in contact, wants to keep the trans-Atlantic dialogue going and wants to improve relations in the fields of politics, economy and culture. It is not the goal of PoP to conduct foreign policy.

Highlights

Saskatchewan began its association with Partnership of Parliaments in 1997. The purpose of the program is to continue and strengthen the relationship between the Canadian provincial parliaments and the German state parliaments.

Every two years a delegation of parliamentarians from Germany travels to Canada on a study tour of some of the provinces that are part of the program. On the opposite years, a delegation from Canada travels to Germany on a study tour.

References

For information on the Partnership of Parliaments: Margaret Tulloch, Assistant to the Speaker.

For information on travel arrangements and expenses to attend the Partnership of Parliaments: Monique Lovatt, Administrative Assistant to the Clerk.

For more information, check out http://www.pdp-org.de/

PROFESSIONAL DEVELOPMENT

Assemblée Parlementaire De La Francophonie

Contact Information
Margaret Woods, Clerk Assistant
Office of the Clerk
Room 239
Ph: 787-2375 Fax: 787-0408
mwoods@legassembly.sk.ca

Overview

The Assemblée parlementaire de la Francophonie (APF) is an international association of French-speaking parliamentarians. Saskatchewan is an associate member of the American Region of the APF.

Highlights

Involvement in the APF provides:

- increased networking opportunities for Members on a national and international level;
- an additional forum at which to represent Saskatchewan's interest, including its recognition that the presence of English and French-speaking Canadians in Saskatchewan constitutes a fundamental characteristic of Canada;
- an opportunity to highlight Saskatchewan's involvement in Francophone affairs at the national and international levels and to promote the interests of Saskatchewan Francophones;
- a window on the Francophonie, which brings together over 50 countries around the world sharing French as their common language; and
- avenues to explore future potential international co-operation and trade opportunities.

References

For more information, check out http://www.regionamerique.aiplf.org/

PROFESSIONAL DEVELOPMENT

Contact Information
Gwenn Ronyk, Clerk
Office of the Clerk
Room 239
Ph: 787-2374 / Fax: 787-0408
gronyk@legassembly.sk.ca

CPA Learning System For Professional Development

Overview

The first module of this learning system for parliamentarians is now available. The module on parliamentary democracy deals with the foundations of democratic models of governance with emphasis on the Westminster model of parliamentary democracy. The module is the first in a series developed by the Commonwealth Parliamentary Association in partnership with Athabasca University.

Highlights

Elected Members of Commonwealth parliaments have recognized the need for educational tools to assist them in adapting to and functioning effectively in their complex and rapidly changing roles. In addition to their daily work on public policy matters and as representatives of their constituents, today's Member also has a responsibility to be aware of issues affecting the evolution and future of parliamentary democracy.

The first module of this professional development tool is available as an interactive Web-based version on the Athabasca University Web site or as an electronic document on the Commonwealth Parliamentary Association Web site. This information is useful as background for both Members and their staff.

References

- Module on Parliamentary Democracy:
  CPA Web site: http://www.cpahq.org/pro_dev/materials/index.htm
  Athabasca University:
  http://www.athabascau.ca/govn/parliamentary_democracy/index1.html

- Paper copies are available in the Clerk's Office and the Legislative Library.

PROFESSIONAL DEVELOPMENT

Contact Information
Gordon Barnhart
Academic Director
University of Saskatchewan
Ph: (306)966-4632
Fax: (306)975-1026
gordon.barnhart@usask.ca

Legislative Internship Program

Overview

The Legislative Internship Program provides an opportunity for senior university students or recent graduates to work closely with elected Members to experience the day-to-day work of elected representatives. These highly qualified and enthusiastic students provide a desirable service to legislators by assisting them in many aspects of the Member's work. The program is a unique educational experience giving students an opportunity to augment their education with practical, inside experience in our parliamentary system.

Highlights

Interns assist Members with research, speechwriting, written and oral reports and briefings, committee preparation, arranging meetings, correspondence, constituency work and other duties as assigned by the Member.

Four Interns are selected each year to work from January to July spending 3 months with a Member from one side of the Assembly and then 3 months with a Member from the opposite side of the House.

How to apply for an Intern? Members will receive a letter from the Academic Director of the program providing information about the Interns and how to apply for an Intern.

How Interns are selected? Applications are screened and candidates interviewed by a selection committee composed of the Academic Director, faculty representatives from the University of Saskatchewan and University of Regina, the Clerk of the Legislative Assembly, a former Intern and two former MLAs representing each side of the Assembly.

In the academic component of the program, Interns contribute to the body of academic work on the Saskatchewan legislature by writing a major research paper on some aspect of the legislative process and by arranging and attending seminars. Interns may earn academic credits for this work. Interns receive a stipend of $1800 per month.

References

For more information see the Legislative Internship Web site:
http://www.legassembly.sk.ca/internship

PUBLIC OUTREACH

Outreach Resources

Contact Information
Lorraine deMontigny
Visitor Services
Room 122
Ph: 787-5357 / Fax: 787-8217
ldemontigny@legassembly.sk.ca

Overview

The Legislative Assembly produces a variety of outreach materials that are available to MLAs for use in their constituencies and for educational, tourism, and outreach initiatives in the Legislative Building.

Highlights

Public Education Material: This series of educational pamphlets covers an introduction to parliamentary government, how Saskatchewan laws are made, the election of an MLA, the roles of an MLA and the Speaker.

Legislative Building Brochure: A pictorial pamphlet highlighting the history and architecture of the building.

Parliamentary Videos: A series of videos covering an introduction to parliamentary government for use in schools, the construction and history of the building, and the role of the Crown. Copies of these videos may be purchased.

Outreach Material for Children: The Assembly has produced an activity sheet, balloons, and tattoos that are used in the Kid's Corner in the Entrance Hall.

Poster: A limited edition poster was produced to promote the Legislative Building as a tourist attraction.

PUBLIC OUTREACH

Journalism Institute

Contact Information
Margaret Tulloch
Office of the Speaker
Room 129
Ph: 787-2305/ Fax:
787-2283

Overview

The Journalism Institute (JI) was initiated in 1999. It is an opportunity for journalism students and professional journalists to learn about Saskatchewan's unicameral legislative process. The institute is hosted by the Speaker in partnership with the Saskatchewan Legislative Press Gallery Association and the University of Regina School of Journalism.

Highlights

JI is a two-day institute on parliamentary democracy held in February. Approximately forty students, all in third or fourth year at the School of Journalism, attended in its inaugural year. Professional journalists are also welcome to attend. A number of MLAs, legislative and caucus staff assist by briefing the teachers on their work at the legislature. Briefings include sessions on parliamentary procedure, the budget process, freedom of information and privacy legislation, as well as presentations by caucus whips, chairs, House leaders, cabinet ministers, and government officials.

References

Further information can be obtained by contacting the Office of the Speaker.

PUBLIC OUTREACH

Contact Information
Office of the Speaker
Room 129
Ph: 787-2282 / Fax: 787-2283
speaker@legassembly.sk.ca

Social Sciences Institute on Parliamentary Democracy (SSTI)

Overview

The Social Sciences Teachers' Institute (SSTI) on parliamentary democracy was initiated in 1999. The Institute is an opportunity for teachers to learn about Saskatchewan's unicameral legislative process. The SSTI is hosted by the Speaker in partnership with Saskatchewan Learning.

Highlights

The SSTI is a five-day institute on parliamentary democracy that is held in April or May. Approximately two dozen teachers from across the province attend. A number of MLAs, legislative and caucus staff assist by briefing the teachers on their work at the legislature. Briefings include sessions by the Lieutenant Governor, Speaker, clerks, caucus whips, chairs, House leaders, cabinet ministers, government officials, and judges. Teachers attend question period and routine proceedings. The Department of Learning facilitates workshops during the institute, where the teachers work to fulfill a requirement of producing lesson and units plans on the topic of parliamentary democracy. These plans are posted on the Sask Learning Web site as a resource for all teachers to use. MLAs of the teachers in attendance are invited attend the final banquet so they can answer questions and discuss the role they play as elected members.

References

Further information, including an application form is available at:
http://www.legassembly.sk.ca/speaker/SSTI/2003/Default.htm

Information and resource materials produced at previous institutes is posted at:
http://www.sasked.gov.sk.ca/curr_inst/social/ssti/ssti_index.html

PUBLIC OUTREACH

Speaker's Outreach

Contact Information
Linda Spence
Office of the Speaker
Room 129
Ph: 787-2282 / Fax: 787-2283
lspence@legassembly.sk.ca

Overview

The Speaker of the Legislative Assembly visits classrooms to educate students on the topic of parliamentary democracy. The content of the program may vary from year to year but always includes an invitation to local MLAs to accompany the Speaker when the Speaker visits classrooms in their constituencies.

Highlights

The Speaker's presentation is targeted to students in high school, as well as grades 7 and 8. Classroom visits can be requested by teachers or MLAs. These visits are coordinated by the Speaker's Office. The format of the program includes a verbal presentation and a short role-playing situation that students participate in which simulates a typical sitting day in the House. Students have an opportunity to present petitions, make members statements, take part in question period and take a Bill through introduction, second reading and third reading. Time is allowed for a question and answer period at the end of the visit. The presentation takes approximately one hour.

References

http://www.legassembly.sk.ca/Speaker/outreach.htm

TRANSPORTATION SERVICES

Parking Permits

Contact Information
Office of the Clerk
Room 239
Ph: 787-2279 Fax: 787-0408
clerk@legassembly.sk.ca

Overview

Legislative Building parking for Members is managed by SPMC. City of Regina parking permits are provided to Members through the Office of the Clerk. The permits allow Members to park in metered parking spots in the city.

Highlights

Legislative Building
Members are provided with parking spaces on the street immediately in front of the main entrance to the Legislative Building. Parking stickers are available through your caucus office.

City of Regina
Parking permits are issued on a yearly basis. A letter will be sent to individual caucus offices and to independent member(s) requesting the vehicle description (make and model) and license plate number of any vehicles the Member wishes to have on the parking permit. Members are allowed only one permit, but any number of vehicles is allowed on a permit. The official request for the permits will be sent to the City of Regina and once received they will be forwarded to the Members through the Office of the Clerk.

Request for changes to parking permits must be sent to the Office of the Clerk in writing along with the old permit. A new permit will be ordered and forwarded to the Member once received.

TRANSPORTATION SERVICES

Bus Passes

Contact Information
Office of the Clerk
Room 239
Ph: 787-2279 / Fax: 787-0408
clerk@legassembly.sk.ca

Overview

Free travel passes from the Saskatchewan Transportation Company and Greyhound Canada are provided to Members through the Office of the Clerk, for travel in Saskatchewan.

Highlights

Members will receive a letter from the Office of the Clerk on an annual basis requesting their interest in receiving a bus pass to either the Saskatchewan Transportation Company or Greyhound Canada or both. The official request for the passes will be sent to both companies and once the passes are received they will be forwarded to the Members.

Appendix

Code of Ethical Conduct

Customs and Practices of the Assembly

Board of Internal Economy

Preserving Your Papers (Saskatchewan Archives Board)

Independent Officers

OFFICE OF THE OMBUDSMAN

OFFICE OF THE CHIEF ELECTORAL OFFICER

OFFICE OF THE CHILDREN'S ADVOCATE

CONFLICT OF INTEREST COMMISSIONER

OFFICE OF THE PROVINCIAL AUDITOR

OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER

CODE OF ETHICAL CONDUCT

On June 14, 1993, the Legislative Assembly adopted a *Code of Ethical Conduct for Members of the Legislative Assembly*. The code was brought into effect in conjunction with the passage of new conflict of interest legislation, which revised conflict of interest guidelines and created the position of Conflict of Interest Commissioner.

CODE OF ETHICAL CONDUCT FOR MEMBERS OF THE LEGISLATIVE ASSEMBLY

Preamble

As Members of the Legislative Assembly, we recognize that our actions have a profound impact on the lives of all Saskatchewan people. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

Statement of Commitment

To the people of this province, we owe the responsible execution of our official duties, in order to promote human and environmental welfare.

To our constituents, we owe honesty, accessibility, accountability, courtesy and understanding.

To our colleagues in this Assembly, we owe loyalty to shared principles, respect for differences, and fairness in political dealings.

We believe that the fundamental objective of public office is to serve our fellow citizens with integrity in order to improve the economic and social conditions of all Saskatchewan people.

We reject political corruption and will refuse to participate in unethical political practices which tend to undermine the democratic traditions of our province and its institutions.

Declaration of Principles

Members of this Assembly must carry out their official duties and arrange their private financial affairs in a manner that protects the public interest and enhances public confidence and trust in government and in high standards of ethical conduct in public office.

Members of this Assembly must act not only lawfully, but also in a manner that will withstand the closest public scrutiny; neither the law nor this code is designed to be exhaustive, and there will be occasions on which Members will find it necessary to adopt more stringent norms of conduct in order to protect the public interest and to enhance public confidence and trust.

CODE OF ETHICAL CONDUCT

Declaration of Principles
Every Member is individually responsible for preventing potential and actual conflicts of interest, and must arrange private financial affairs in a manner that prevents such conflicts from arising.

Members of the Assembly must carry out their official duties objectively and without consideration of personal or financial interests.

Members of the Assembly must not accept gifts, benefits or favours except for incidental gifts or customary hospitality of nominal value as provided for in legislation.

Members of the Assembly must not take personal advantage of or private benefit from information that is obtained in the course of or as a result of their official duties or positions and that is not in the public domain.

Members of the Assembly must not engage in personal conduct that exploits for private reasons their positions or authorities or that would tend to bring discredit to their offices.

Members of the Assembly must not use, or allow the use of, public property or services for personal gain.

Members of the Assembly, when leaving public office and when they have left public office, must not take improper advantage of their former office.

CUSTOMS AND PRACTICES OF THE ASSEMBLY

When it is necessary for a Member to confer with a Member on the opposite side of the House, he or she may have a Page convey a message to the respective Member asking to meet with him or her outside the Chamber. If a Member does not wish to leave the Chamber, he or she may walk behind the bar to the other side of the House and confer quietly with that Member behind the bar on that side. It is the practice to bow to the Chair when passing the central point of the Chamber behind the bar.

When the Assembly adjourns, the Members shall keep their seats until Mr. Speaker has left the Chair. (See Rule 20)

Smoking is not permitted in the Legislative Chamber at any time.

A Member signifies a request for the services of a Page by raising his or her hand.

Members are expected to wear accepted business dress while attending their duties in the House. A dress code has not been rigidly defined but in practice this has meant a business suit or jacket, tie and slacks for men and appropriate business dress for women.

Practices When Speaking
It has been sanctioned by usage that a Member, while speaking, must not:

- refer to any debate of the same session or any question not then under discussion
- refer to any matter on which a judicial decision is pending
- anticipate discussion on a motion set down for future consideration
- refer to any Member by name (a Member should be referred to as the "Member for [constituency]")
- make a personal charge against a Member
- use his/her right of speech for the purpose of obstructing business of the House
- reflect upon the past acts and proceedings of the House
- discuss messages or reports which are not regularly before the House
- read from a written, previously prepared speech

While the Speaker is in the Chair, each Member may speak only once to any question, except for the mover of the motion who has the right to conclude the debate in some instances.

Sitting Times
The normal sitting hours of the House are from 1:30 p.m. - 5:00 p.m. Monday to Thursday and 10:00 a.m. - 1:00 p.m. Friday, as well as two nights a week on Monday and Tuesday evenings from 7:00 p.m. - 10:30 p.m.

CUSTOMS AND PRACTICES OF THE ASSEMBLY

Routine Proceedings and Orders of the Day
The agenda to be followed each day in the House is found in the blue paper (*Routine Proceedings* and *Orders of the Day*) placed on Member's desks each morning.

During Routine Proceedings and before the Orders of the Day, the Speaker calls for the introduction of guests. At this time, Members may briefly welcome and introduce to the House groups from their constituencies who are in the galleries. Also at this time, before the Orders of the Day, Members are allowed to direct oral questions to the Premier or Ministers. The Oral Question Period is 25 minutes in length.

Conduct in Committee
When the House goes into Committee of the Whole or Committee of Finance (the Speaker is out of the Chair), some of the rules of the House are relaxed:

- Members may speak from a place other than their own desk
- Members may speak more than once to a question
- Motions do not require to be seconded in committee

The row of chairs behind the bar of the Assembly is for the use of Members, former Members, and Members of other legislatures and parliaments. The public is not allowed on the floor of the Assembly.

BOARD OF INTERNAL ECONOMY

The Board of Internal Economy is responsible for establishing, implementing and controlling financial policy for the administration of the Legislative Assembly. These responsibilities are listed in *The Legislative Assembly and Executive Council Act* and can be summarized as follows:

- review and approval of the budget for the Legislative Assembly
- review expenditures and forecasts of revenue
- oversee the administrative policies and procedures of the Legislative Assembly Office, Legislative Library and the Legislative Counsel
- arrange for the allocation of space within the Legislative Building
- review the maintenance, furnishings and services required in the Legislative Building
- provide a security system within the Legislative Chamber and the Members' offices through the Sergeant-at-Arms
- issue directives in respect to Members' allowances, disbursements and other payments
- issue directives in respect to caucus allowances and grants
- issue directives in respect to remuneration and expenses for Members' extra duties and committee meetings

In addition, the Board of Internal Economy is responsible for reviewing the budgets for each of the officers of the Legislature. These officers are the Ombudsman, Children's Advocate, Freedom of Information and Privacy Commissioner, Chief Electoral Officer and Conflict of Interest Commissioner.

Background

The Board of Internal Economy is comprised of the Speaker as Chair; two Cabinet Ministers; two government private Members; and two opposition Members. Except for the Speaker, Board members are appointed by Order in Council. When a Third Party is represented in the Assembly, the two opposition places on the Board are split between the official Opposition and the Third Party.

If there is no Speaker, or if the Speaker is absent or unable to act, the Deputy Speaker will assume the position of Board Chair.

Before the establishment of the Board in 1982, most financial decisions related to the operation of the Assembly had to be approved by Cabinet through Treasury Board. During the late 1970s, the Legislative Assembly created a Special Committee on the Review of Rules and Procedures to investigate (in part) the value of establishing a Board of Internal Economy. The committee recommended in 1981 that a Board be created to ensure that the administration of the Legislative Assembly was conducted independently of executive government.

Expanded Responsibilities

In 1988, the Legislative Assembly Act was amended to extend the Board's authority to adjust Members' remuneration. Hitherto, each and every change to Members' allowances or remuneration required an amendment to the Legislative Assembly Act. The new procedure for making alterations was brought into effect through the recommendations of an independent commission established to study the matter. Since the adoption of the "Malone Report," the Board has had authority to set allowances, disbursements, grants and other payments to Members' and their respective caucuses. During 1994, the Assembly authorized the establishment of a new independent commission to review matters related to Members' remuneration. The "McDowell Report" was received by the Board in April of 1995 and in July of 1996, implemented.

Meetings of the Board have been open to the public since 1993 and a *Hansard* report of the deliberations is published.

PRESERVING YOUR PAPERS
SASKATCHEWAN ARCHIVES BOARD

The Saskatchewan Archives Board was established in 1945 as a joint government/university undertaking. The Archives has been actively involved in the acquisition, preservation, and referencing of a wide range of original material documenting provincial and local history. The Archives also publishes the journal *Saskatchewan History* twice yearly, and the Archives Web site (www.saskarchives.com) includes up-to-date reference aids such as the *Executive and Legislative Directory*.

The current Provincial Archivist is Trevor Powell (787-4066).

Historical Reference Service
Our holdings include:

- records of the Territorial and Provincial Governments
- audio recordings from 1975 forwards, and video recordings from 1982 forwards, of the proceedings of the Saskatchewan Legislature
- correspondence, constituency records and papers of present and former cabinet ministers and MLAs
- papers of other individuals from all walks of life
- records of local governments, associations, businesses, and labour unions
- photographs, oral histories, film, sound and video recordings
- maps and architectural drawings
- daily and weekly newspapers, local community histories, and an extensive pamphlet and clippings collection
- Saskatchewan government publications

The Saskatchewan Archives seeks the co-operation of MLAs and other public officials in preserving important aspects of our province's political history. The Archives welcomes the offer of accumulated records at various points in an MLA's career. In particular, correspondence with political colleagues and constituents, public and internal party material, memoranda on the development of public policy and public reaction, reports, and other unpublished records, hold potential research value.

Archivists on staff organize and complete a file listing which is made available to donors. The Saskatchewan Archives is non-partisan and enters into agreements with donors to define terms of access and to maintain the confidentiality of private papers. After a specified number of years, the records are made more generally available for historical research.

Preservation of Your Papers

If you wish to discuss the preservation of your papers please call in Regina, Kathy Burianyk, Chief Archivist, Private Records, Maps and Architectural Drawings (phone 787-3867; e-mail kburianyk@archives.gov.sk.ca); or in Saskatoon, Nadine Small, Chief Archivist, Reference & Collections phone 933-8321; e-mail nsmall@archives.gov.sk.ca.

OFFICE OF THE OMBUDSMAN

The Ombudsman and Children's Advocate Act, Chapter O-4, Revised Statutes of Saskatchewan 1978, provides for the appointment of a commissioner for investigation to be called an Ombudsman. The *Act* defines the powers and jurisdiction of the Ombudsman.

The Ombudsman and Children's Advocate Act sets out a process whereby those who have a concern or complaint that they were not treated fairly by a government agency can obtain a thorough, impartial and independent review of the circumstances relevant to that complaint and a credible forum for redress, where same is warranted. In effect, the Ombudsman's role is to promote fairness by the provincial government in the provision of its services and in the administration of its programs and legislation.

The Ombudsman's broad mandate is derived from and achieved principally through the exercise of four powers as follows:

- Public Complaints: Receive, review, investigate and, where appropriate, recommend corrective action to address complaints from members of the public.

- Own Motion Investigations: On his or her own motion, review, investigate and, where appropriate, recommend corrective action respecting matters which the Ombudsman believes are of public interest or otherwise warrant investigation - usually major and/or systemic investigations.

- Alternative Case Resolution: Use alternative, non-adversarial means such as negotiation, mediation and conciliation to resolve complaints.

- Public Education and Communications: Engage in public education about the Ombudsman and the role of the office.

Most complaints to the Ombudsman are resolved by means of informal investigation and inquiry. In other cases, the Ombudsman may engage the parties in alternative dispute resolution whereby a staff specialist in the use of such techniques will coach a complainant to pursue the complaint on their own or facilitate communication or negotiation between the parties. In some cases, the specialist guides the parties in a formal mediation.

Where formal investigation is undertaken, the Ombudsman acts objectively and impartially and is not an advocate for either the complainant or the government agency. Instead, Ombudsman staff will interview all parties who have relevant information, review relevant documents and consider applicable laws, regulations, policies etc. The Ombudsman has broad powers of investigation including the right to compel information and the production of documents by means of summons to any person. Based on information gathered, the Ombudsman will conclude whether the government agency's decision or action was fair.

In considering whether a government agency's decision or action was fair, the Ombudsman will consider whether the decision or action was in compliance with law or not and whether it was otherwise unreasonable, unjust, oppressive, improperly discriminatory or wrong.

If the Ombudsman concludes that the government agency's decision or action was fair and lawful, the complainant will be so advised and will be given an opportunity to respond. If the Ombudsman concludes that the government agency's decision or action was unfair or unlawful, the Ombudsman will so advise the agency and may make recommendations to redress the particular complaint or to prevent its recurrence or both. The agency will be given an opportunity to respond.

The Ombudsman does not have the power to order or compel government agencies to accept his or her recommendations but government agencies will usually implement the Ombudsman's recommendations.

The Ombudsman's recommendations are generally made first to the Deputy Minister or CEO of the government agency. If the Deputy Minister or CEO declines to accept and implement the recommendations, the Ombudsman may make a formal Report and Recommendations to the Minister responsible for the government agency. If the Minister declines to accept and implement the recommendations, the Ombudsman may report the matter to the members of the Legislative Assembly or may issue a public report regarding the matter.

The Ombudsman's jurisdiction includes any government department, board, commission, association or other body whose members are appointed by the Lieutenant-Governor or who are indirectly or directly responsible to the Crown in right of Saskatchewan. The Ombudsman may not review or investigate complaints respecting decisions of the Legislative Assembly, Cabinet, Executive Council, courts, school boards, municipal government and private businesses.

Any person may bring a complaint to the Ombudsman and receive the Ombudsman's services free of charge provided the complaint relates to a government agency and provided the person is personally affected by the decision.

The Ombudsman is an officer of the Legislative Assembly and as such is not an employee of government nor is the Ombudsman responsible to any minister or member. The Ombudsman is responsible to the Assembly as a whole. The office's budget is reviewed and approved by the Board of Internal Economy and Committee of Estimates, both being all-party committees of the Legislative Assembly. The Ombudsman, therefore, is independent of government.

The Ombudsman's work is conducted in confidence and the office is not subject to provincial freedom of information legislation. The Ombudsman may, however, release otherwise confidential information in order to establish grounds for his or her conclusions and recommendations.

The Ombudsman reports to the Legislative Assembly by means of an annual report and occasional special reports.

The Ombudsman has offices in Regina and Saskatoon, as follows:

#150 – 2401 Saskatchewan Drive
Regina S4P 3V7
Phone: (306) 787-6211
Toll Free: 1-800-667-7180
ombreg@ombudsman.sk.ca

315 – 25 Street East
Saskatoon S7K 2H6
Phone: (306) 933-5500
Toll Free: 1-800-667-9787
ombsktn@ombudsman.sk.ca

OFFICE OF THE CHIEF ELECTORAL OFFICER

The Office of the Chief Electoral Officer (the "Office"), under the direction of the Chief Electoral Officer of Saskatchewan, is responsible for the administration of provincial elections, by-elections, the conduct of enumerations other than during an election and provincial election finances under *The Election Act, 1996* (Saskatchewan) (the "Act"). The Office periodically conducts referenda and plebiscites under *The Referendum and Plebiscite Act* (Saskatchewan) and time votes under *The Time* Act (Saskatchewan). The Office is also charged with administering the Province's political contributions tax credit disclosure regime under *The Political Contributions Tax Credit Act, 2001* (Saskatchewan).

Central to the legitimacy of representative government is the impartiality of the electoral system. Public confidence in the institution of government rests directly on the capacity of the electoral system to perform efficiently, reliably, impartially and in a timely manner. With this objective serving as the impetus, the Office was established as an independent office and made directly accountable to the Legislative Assembly in 1998. As a result, the Chief Electoral Officer reports to the Board of Internal Economy annually on budgetary items and to the Speaker of the Legislative Assembly on statutory matters.

The Office is a provincial non-partisan organization under the direction of the Chief Electoral Officer, as appointed by resolution of the provincial Legislative Assembly. The principal mandate of the Office is to provide political stakeholders with the opportunity to exercise their democratic right and ensure their constitutional entitlement as enshrined in the Canadian *Charter of Rights and Freedoms*. The objective of the Office's mandate is to ensure members of the Saskatchewan electorate maintain confidence in the integrity of the electoral process.

The Chief Electoral Officer is responsible for maintaining a state of election readiness at all times throughout the government of the day's mandate. In this regard, the Office prepares electoral guidelines and conducts workshops throughout the Province with election officials to ensure effective execution of electoral events and compliance under the Act. Assistance is given to political parties, candidates, chief official agents and business managers to aid in complying with the Act both in relation to electoral conduct as well as financial reporting. In the latter context, the Office has developed and disseminated financial reporting guidelines which demand of both political parties and candidates annual and electoral specific heightened financial reporting disclosure.

The Chief Electoral Officer is also responsible for determining what constitutes an offence under the Act. While the Act is regulatory rather than criminal, the role of the Chief Electoral Officer is to investigate where potential contravention of the Act is suspected. The Office carefully considers individual cases to determine whether specific facts abrogate the purpose, policy rationale and intent of the Province's statutory electoral regime. Such investigations may lead to prosecution and the imposition of a fine, imprisonment or both.

The Chief Electoral Officer reports annually to the Legislative Assembly and to the Board of Internal Economy through its budgetary review process. The annual proceedings of the Office are published in the Report of the Chief Electoral Officer and are tabled in the Legislative Assembly. The Office also reports on conduct of all election specific activities, including by-elections. General election results are published in the Report of the Chief Electoral Officer respecting Campaign Contributions and Expenditures (Volume II) and, its complementary volume, the Statement of Votes (Volume I).

For further information contact:

Office of the Chief Electoral Officer
1702 Park Street
Regina, Saskatchewan
Canada S4N 6B2

Telephone: (306) 787-4000 / **Toll Free:** 1-877-958-8683
Facsimile: (306) 787-4052
Email: elecoff@sasktel.net
Internet: http://www.elections.sk.ca

OFFICE OF THE CHILDREN'S ADVOCATE

On November 7, 1994, *The Ombudsman and Children's Advocate Act* was proclaimed and the province's Children's Advocate officially assumed her duties.

The Children's Advocate Office works cooperatively with communities and families to promote the interests of, and act as a voice for, children who have concerns about provincial government services. The Children's Advocate engages in public education, works to resolve disputes, and conducts independent investigations. The Children's Advocate also recommends improvements of programs for children to the government and/or the Legislative Assembly.

The Children's Advocate advocates on behalf of the rights of children and youth as they are identified in *The Ombudsman and Children's Advocate Act*. The Children's Advocate is appointed as an officer of the Legislature. This means that she reports to the Legislative Assembly as a whole and not to a particular minister in Cabinet. The Children's Advocate is required to provide an annual report on her progress and activities to the Legislative Assembly. The Board of Internal Economy, an all-party standing committee of the Assembly, reviews the annual budget of the Office. The Children's Advocate is associated with the Provincial Ombudsman's Office sharing office space, legal counsel and some administrative functions.

Upon taking office, the Children's Advocate swears an oath to perform her duties faithfully and fairly. The Children's Advocate also swears not to disclose any information gathered by the office while carrying out its functions. The Act requires the Children's Advocate and her staff to keep confidential everything that comes to their knowledge in the performance of their duties. Any report the Children's Advocate makes is not to name or identify any child, parent or guardian, or complainant involved with an advocacy concern brought to the attention of the Children's Advocate. There are exceptions to these non-disclosure rules. The Children's Advocate may disclose information that the Children's Advocate considers necessary. Persons can be identified in a report if the interests of the public, any government department, or any person clearly outweigh any invasion of privacy that could be caused. The Children's Advocate may not disclose information related to an adoption order.

The Act defines an agency of government as any board, commission, association or other body of persons that are appointed by an Act or by an order of the Lieutenant Governor in Council; are public servants of the Crown; or are directly or indirectly responsible to the Crown. The Act identifies that service shall be provided for children up to age 18, unless they are receiving services pursuant to the *Young Offenders Act* (now the Youth Criminal Justice Act) or *The Young Offenders' Services Act* or section 56 of *The Child and Family Services Act* when the age would be extended to age 21 years.

Anyone, including a child or youth, can contact the Children's Advocate Office if they have a concern about a child or group of children receiving services from a provincial department or agency. In accordance with the Act, any child in a facility, foster home,

group home or other home or place pursuant to an Act that authorizes services children who asks to communicate with the Children's Advocate must be allowed to do so. The Act requires that the person in charge of "that place" shall immediately forward the request to the Children's Advocate. Written requests are to be forwarded unopened, to the Children's Advocate.

The Act specifies that the Children's Advocate has the power to do all things necessary to carry out her responsibilities pursuant to the Act. Section 12.6 of the Act sets out these powers, and the mandated scope of service and responsibilities of the Children's Advocate.

The Children's Advocate shall:

- Engage in public education respecting the interests and well-being of children;
- Receive, review and investigate concerns involving services by provincial government departments and agencies to a child or group of children;
- Try to resolve, in appropriate cases, any matter arising between a child, or a group of children and a department or agency of the government in relation to services provided to a child or a group of children by any department or agency of the government;
- Where appropriate, make recommendations with respect to services provided to a child or group of children by any department or agency of government.

This may include:

- Assisting people to become effective self-advocates by providing information, strategies, appropriate contacts and options;
- Assisting young people who are receiving government services to express their viewpoint and have it considered when decisions are being made that affect them;
- Working to ensure that all children, especially vulnerable children, are treated in accordance with existing government practice, policy and legislation; or
- Taking further action, when a matter affecting a child or group of children is not resolved or if policy concerns remain. This may include conducting a formal investigation in accordance with the Act. In conducting an investigation, if at any time it appears to the Children's Advocate that there are sufficient grounds for making a report or recommendation that may adversely affect any department, agency of the government or person, the Children's Advocate is required to give to the department, agency or person the opportunity to make representations in respect to the matter.

In the performance of her duties the Children's Advocate may:

- Review any decision made by a provincial government department or agency.
- Conduct a formal investigation to determine if a provincial government decision/action is wrong, against the law, unreasonable, unjust, oppressive,

discriminates, or is based on a mistake in interpreting the law or the facts of the case.

- Require any person to provide information, documents or things regarding any matter being investigated.
- Summons and examine under oath any person who is able to provide information relating to the matter being investigated.
- Make recommendations to the provincial government concerning changes to policies, procedures, or legislation or recommend that the situation being investigated be rectified or a decision changed.
- Advise any minister responsible for services to children on any matter related to the interests and well-being of children.
- Refuse to investigate or cease to investigate a complaint.
- Publish reports, from time-to-time, relating generally to the exercise of his or her powers and the performance of his or her duties and functions under the Act or to any particular case.

The Children's Advocate must investigate and report on any matter when asked to do so by a government committee or the Lieutenant Governor in Council. In addition the Act further outlines that the Children's Advocate may conduct or contract for research to improve the interests and well being of children.

The Children's Advocate has no authority to reverse a decision or to make a decision regarding services provincial government provides. We have no authority to become involved where no direct provincial government service is being provided or where the complaint is concerning:

- A decision a court, judge or justice of the peace;
- Issues and decisions concerning local School Boards and Municipal Governments;
- Issues and decisions concerning the federal government; or
- Issues and decisions concerning the police.

Anyone who hinders the Children's Advocate in the performance of her powers and duties is guilty of an offence under the Act and may be subject to a fine, imprisonment or both. For more information contact:

Children's Advocate Office
315 25th Street East,
Saskatoon, SK S7K 2H6
Phone: (306) 933-6700
Toll Free: 1-800-322-7221
Fax: (306) 933-8406
e-mail: childadvocate@saskcao.ca
www.saskcao.ca

CONFLICT OF INTEREST COMMISSIONER

History

Since 1979, Members of the Legislative Assembly of Saskatchewan have been governed by specific legislation regarding their conduct as Members. *The Members of the Legislative Assembly Conflict of Interest Act,* S.S. 1979, c. M-11.2 includes specific prohibitions regarding the use of insider information, regulation of participation by Members in government contracts and general disclosure requirements for all MLAs. *The Members Conflict of Interest Act,* following its proclamation on July 15, 1994, repeals *The Members of the Legislative Assembly Conflict of Interest Act* and introduces broad new responsibilities for the Members of the Legislative Assembly.

Other sources which continue to contain relevant references to Members and conflict of interest issues include the following:

- The *Criminal Code* of Canada sets out corrupt practices and prohibited fees related to elected Members and public office. Sections 119, 120, 121, 122, 124 and 125 affect all provincially or federally elected Members in Canada.

- *The Legislative Assembly and Executive Council Act* (sections 10 and 10.1) outline several prohibited offices which disqualify certain individuals from either running for election as a Member or from continuing to sit as a Member.

- The Rules and Procedures of the Legislative Assembly.

- Directives of the Board of Internal Economy.

Conflict of Interest Commissioner

Saskatchewan's first Conflict of Interest Commissioner was appointed on May 9, 1994, by Resolution of the Legislative Assembly. The present Commissioner was also appointed by Resolution of the Legislative Assembly, the Resolution being approved May 24, 2000.

The Commissioner performs a variety of roles under the Act:

- A Member may seek, in writing, the advice and recommendations of the Commissioner on any matter respecting the obligations of the Member under the Act.

- An important role of the Commissioner is that of assisting MLAs in understanding their obligations under the Act. The Commissioner is available to meet with caucuses, and with individual Members, to provide advice or recommendations when requested or required.

- Members must complete and file a confidential disclosure statement with the Commissioner prior to March 31 of each calendar year. From the detailed private disclosure statement, the Commissioner prepares public disclosure statements. The public disclosure statements are deposited with the Clerk of the Legislative Assembly prior to June 30 of each calendar year and are available for public inspection. After initially filing a complete confidential Disclosure Statement, a Member may, with the approval of the Commissioner, subsequently file a short form confidential Disclosure Statement.

- After filing a private disclosure statement, the Member and, if available, the Member's spouse must meet with the Commissioner to ensure that adequate disclosure has been made and to obtain advice on the Member's obligations under the Act.

- The Commissioner may also determine that the advice and recommendations provided to individual MLAs have a broader general application and may provide the advice as guidelines to all MLAs.

- The Commissioner may also conduct investigations and inquiries under the Act.

Investigations and Inquiries

The Commissioner may receive a request for an opinion with respect to compliance with the Act by a Member from:

- any Member in writing;
- the Legislative Assembly by Resolution; or
- the President of the Executive Council respecting compliance with the Act by a Minister.

The Commissioner may conduct an investigation with or without conducting a formal inquiry. Should an inquiry be conducted, the Commissioner has the power, privileges, and immunities of a commissioner under *The Public Inquiries Act.*

The opinion of the Commissioner with respect to a request is provided to the Legislative Assembly through the Office of the Speaker and to the affected Member, except when the request is initially received from the President of the Executive Council in which case the report is made to him or her.

Disclosure

Members are required to file with the Commissioner a confidential statement including the following information as it relates to the Member, the Member's spouse, dependent child(ren), and private companies controlled by the Member, the Member's spouse and dependent children, or any of them:

- all assets, liabilities, and financial interests;
- all income received from any source;

- all government contracts; and
- any fees, gifts or personal benefits exceeding $200 received from the same source in a 12 month period.

From the detailed private information, the Commissioner prepares public disclosure statements. The public disclosure statement does not include specific dollar amounts unless disclosure of actual amounts is deemed to be in the public interest by the Commissioner.

Once prepared, the public disclosure statements are delivered to the Office of the Clerk of the Legislative Assembly, Room 239, Legislative Building, Regina, Saskatchewan, S4S 0B3. These statements are available for public examination.

It is a breach of the Act for a Member to fail to file a disclosure statement or statement of gifts or benefits, or to fail to comply with the Act in any way.

Members of the Executive Council

The conflict of interest provisions of the Act have broader implications for Cabinet Ministers. Ministers bear higher individual scrutiny in that they are restricted under the Act from:

- engaging in any trade, occupation or employment or the practice of any profession;

- managing or operating a business; or

- holding an office or directorship in any corporation, organization or association;

if, in the opinion of the Commissioner, any such activities would conflict with their official duties and responsibilities as a Minister of the Crown.

A person who becomes a member of Executive Council must fully disclose his or her affairs to the Commissioner within 90 days of his or her appointment.

Former Members of the Executive Council are prohibited for a period of 12 months after having ceased to hold office from accepting a contract or benefit from the Government of Saskatchewan, or a Crown corporation, or from making representations on his or her own behalf or on behalf of any former Member's family or associate with respect to such a contract or benefit. This prohibition does not apply to contracts or benefits with respect to further duties in the service of the Crown or to contracts or benefits which are awarded, approved or granted on conditions which are the same for all persons similarly entitled.

Conflicts of Interests
The Act prohibits a Member, a Member's family and associates of a Member from:

- taking part in a decision where a Member knows the decision might further a private interest of a Member or a Member's family or an associate;

- using a Member's office or powers to influence or seek to influence a decision of the Crown to further a private interest of a Member, his or her family or his or her "associates" (as defined in clause 2(1)(a) of the Act); and

- using or communicating information not available to the public to seek to further a private interest.

Private interests for the purposes of the Act do not include interests in matters:

- of general application;
- that affect a broad class of the public; or
- remuneration received by a Member pursuant to *The Legislative Assembly and Executive Council Act* for duties performed as a Member of the Legislative Assembly.

The Act further specifies certain actions which might be taken by Members to avoid a breach of the Act, such as disclosing the general nature of a conflict of interest and withdrawing from a meeting where a Member has reasonable grounds to believe a matter involving a conflict of interest may be considered.

The Act specifically states that a Member is not in breach of the Act if the activity is one in which a Member normally engages on behalf of constituents.
Certain offices cannot be held by Members while they hold office as MLAs and Members generally cannot be involved in government contracts except:

1. Contracts that are standard in nature and not subject to the discretion of any individual;
2. Contracts exempted by the regulations under the Act; or
3. Contracts for which the specific approval of the Commissioner has been obtained.

Any questions concerning whether specific offices or specific contracts involve a real or potential conflict of interest should be discussed with the Commissioner.

Penalties under the Members Conflict of Interest Act
If a Member is determined by the Commissioner to have contravened the Act, the Commissioner may recommend to the Assembly that:

- the Member be ordered to comply with the recommendation of the Commissioner;

- the Member be reprimanded;

- that a fine be imposed on the Member in an amount recommended by the Commissioner;

- that the Member's right to sit and vote in the Assembly be suspended;

- that the Member be expelled from the Legislature.

The Assembly is required to deal with the report of the Commissioner within 40 sitting days of it having been tabled with the Speaker. The Assembly may accept or reject the findings and recommended sanction of the Commissioner or substitute its own findings and impose its own sanction.

Contact

Members of the Legislative Assembly may obtain further information on the role of the Conflict of Interest Commissioner from:

Gerald L. Gerrand, Q.C.
Conflict of Interest Commissioner
700 - 1914 Hamilton Street
Regina, Saskatchewan, S4P 3N6
Phone: (306) 787-8351
Fax: (306) 522-3555
E-mail: ggerrand@grj.ca

The Conflict of Interest Commissioner Web pages are at:
http://www.legassembly.sk.ca/legassembly/conflict.htm.

OFFICE OF THE PROVINCIAL AUDITOR

The Provincial Auditor is the Legislative Assembly's auditor responsible to audit the Government of Saskatchewan. *The Provincial Auditor Act* makes the Provincial Auditor an officer of the Legislative Assembly. The Provincial Auditor's appointment process and administrative powers ensure that the Office is free from interference from the Executive Government. This independence allows the Provincial Auditor to act objectively in examining and reporting matters of relevance and significance to the Legislative Assembly.

The Office of the Provincial Auditor serves MLAs by providing reports on the results of independent audits of public resources used by and entrusted to the Executive Branch of the Government of Saskatchewan. This information helps MLAs and the public scrutinize government operations and hold the Government accountable for its management of public affairs and resources.

The Office independently examines and reports on the operations of the Executive Branch of the Government to provide assurance and advice on:

- the reliability of the Government's public performance reports;
- the Government's compliance with legislative authorities; and
- the adequacy of the Government's management of public resources.

In addition, the Office encourages discussion and debate on public sector management and accountability issues, assists the Standing Committees on Public Accounts (PAC) and Crown and Central Agencies, and develops professionals for public service.

The Legislative Assembly or PAC or Cabinet can request the Provincial Auditor to do special assignments.

The Office is responsible for examining and reporting to the Legislative Assembly on the management of all public money. Public money is managed through many forms of government agencies. Those agencies include government departments; commissions; education and health institutions; and energy, communications and insurance enterprises.

The Office examines and reports on the Government as a whole, sectors or programs of the Government, and individual government agencies. The Office's auditing standards are those The Canadian Institute of Chartered Accountants recommends. When government agencies appoint a public accounting firm to carry out an audit, that auditor does not substitute for the Provincial Auditor. The Provincial Auditor, as the Legislative Assembly's auditor, is still responsible to audit the agency and to report the results of that audit to the Assembly. To do so, the Office works with the appointed auditor to ensure the Legislative Assembly receives the required assurances and information.

The results of the Office's work are included in reports tabled in the Legislative Assembly. Copies of reports are available to the public upon request or in electronic format at http://www.auditor.sk.ca/. The Office also helps the PAC and the Standing Committee on Crown and Central Agencies in their reviews of the Provincial Auditor's reports, the Public Accounts of the province, annual reports, and other reports.

For further information contact:

Office of the Provincial Auditor Saskatchewan
1500 Chateau Tower, 1920 Broad Street
Regina, Saskatchewan S4P 3V7
Phone: (306) 787-6398 Fax: (306) 787-6383
Internet e-mail: info@auditor.sk.ca

OFFICE OF THE INFORMATION AND PRIVACY COMMISSIONER

The *Freedom of Information and Protection of Privacy Act*, c. F-22.01, Statutes of Saskatchewan 1990-91, assented to June 18, 1991 and proclaimed April 1, 1992 provides for the appointment of an Information and Privacy Commissioner. The Commissioner is an officer of the Legislature. MLAs and their constituency offices are exempt from the provisions of this Act.

The Commissioner oversees 3 different access and privacy laws:

1. *Freedom of Information and Protection of Privacy Act*

   The Commissioner has three different kinds of powers:

   (a) reviewing a decision of a government institution to deny access to all or part of a record
   (b) reviewing the collection, use or disclosure and security of personal information or the correction of personal information by a government institution
   (c) general power to provide advice and comment on the privacy implications of a proposed law or program and to undertake public education programs

2. *Local Authority Freedom of Information and Protection of Privacy Act*

   This Act parallels the powers and procedures in the FOIP Act for local authorities.

3. *Health Information Protection Act*

   The Commissioner oversees this Act focused on the collection, use or disclosure of personal health information and the provision of access to and correction of personal health information by trustees. A trustee is a body such as Saskatchewan Health, a regional health authority and most health care providers.

The decision of the Commissioner may be appealed to the Court of Queen's Bench, but the Commissioner is not a party to the appeal.

The Information and Privacy Commissioner is Gary Dickson, Q.C. at:

#100, 1230 Blackfoot Drive
Regina, Saskatchewan S4S 7G4
Telephone: (306) 787-8350
Fax: (306) 798-1603

The Commissioner's Web site is under construction.